

**CITY OF ROHNERT PARK**

**LIBRARY BUILDING PROGRAM**

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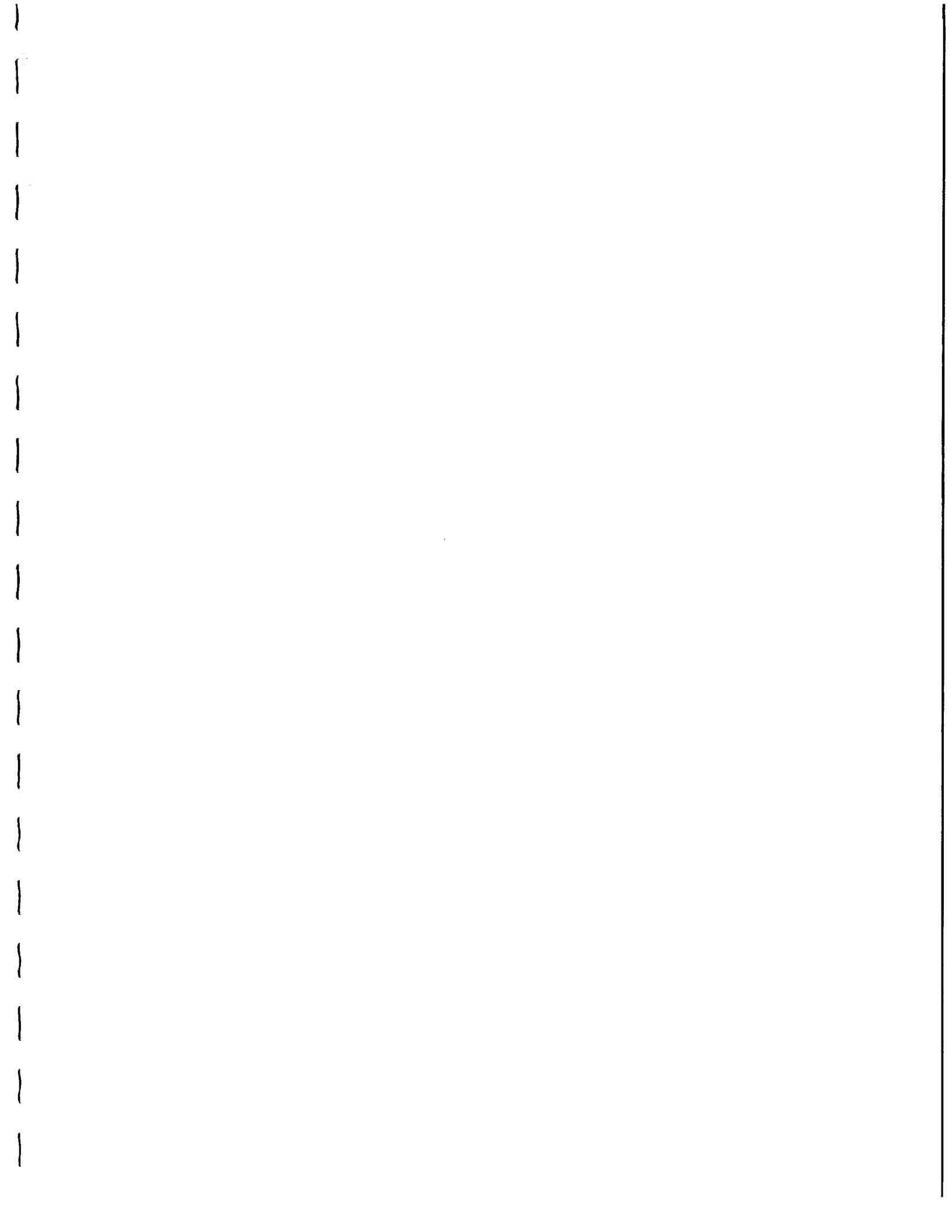
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## INTRODUCTION

A noted architect who has dealt with many types of structures declared that public libraries are the most complex buildings to design except, perhaps, for hospitals. This is apparent if one analyses the three major operating elements in any building: users, staff, and materials. Hospitals house numerous users, but they have substantial numbers of employees to serve them. Schools have large numbers of students, but have comparably large corps of teachers, administrators, and other personnel. Office buildings exist principally to accommodate employees and have relatively few visitors. None of these types of buildings house large quantities of materials. Factories typically do have stores of raw and finished material, but—due to automation—relatively few employees and negligible numbers of visitors.

Libraries, by contrast, deal with both large numbers of users and large quantities of material, yet have modest size staffs. Staff members must manage the buildings and collections while serving the users, many of whom require intensive assistance.

Libraries are visited by more people than virtually any other public buildings, and more than most retail outlets. Users range from toddlers to senior citizens, and reflect the full socio-economic makeup of the community.

Because public libraries are open to all and maintain long hours, they also attract persons in need of shelter, or who just want to pass the time. Unfortunately, they also draw persons of an antisocial bent, who present danger to the building, the collections, and sometimes to the staff and the public.

The staff is also responsible for developing the collections, for displaying the books, periodicals, and audio-visual materials for maximum public access, and for protecting them from theft and vandalism.

Perhaps no other institution has been so directly impacted by or has so embraced computer technology and modern telecommunication systems. Libraries not only utilize such technology to a vast extent for their own operations, they are looked to to provide the public with access to the equipment and the communication lines—and frequently with orientation and instruction in their use as well.

In accommodating all of these functions, needs, and concerns, a library building must be inviting and comfortable, yet consist of impervious material and durable furnishings; it must present open shelves, but protect the contents; it must offer a multiplicity of services, yet be easy to use; and it must be minutely planned down to the inch, and still be flexible and expandable.

The building program is an essential tool in the design process. It represents the aspirations of the community, the knowledge and experience of library professionals, and the regulatory requirements of the City.

This document sets forth the general and specific requirements and specifications for a library design for the City of Rohnert Park. It is prescriptive in nature, as modified by any addendum attached hereto: the design must conform to all provisions contained herein, except where these are specifically indicated as advisory only, or where the City may subsequently grant specific waivers.

## GOVERNMENT AGENCIES & OFFICIALS

### CITY OF ROHNERT PARK

The City of Rohnert Park will construct and own the new building. It is also responsible for enforcement of building and safety codes, any required environmental mitigation, zoning and General Plan compliance, and design review.

**The City Council** must approve all aspects of the project, including requirements, specifications, siting, design, and funding.

**City Manager Joseph D. Netter**, as chief executive officer of the City, has overall responsibility, subject to the policies and approvals of the City Council, to administer the library construction project, including contracts for consultant services, architectural and engineering services, and construction. He may delegate aspects of the project to others.

**Planning Director Wendie Schulenburg** is responsible for relating the project to the General Plan and the City Center Plan, both of which are under development; for traffic, zoning, and other planning and environmental considerations; and for making recommendations to the Planning Commission about the project design

**Public Works Manager William Stephens** is responsible overseeing the work of the Library Consultant. His department will be responsible for maintaining the building upon completion and acceptance.

**City Engineer Joseph G. Gaffney** is responsible for organizing the architectural selection process and for administration of construction documents.

**City Building Official Lee Braun** is responsible for plan checking, issuance of permits, and course-of-construction inspections.

**Director of Public Safety Patrick Rooney** will also be involved in design approvals.

### SONOMA COUNTY LIBRARY

Sonoma County Library is a public agency created by the joint exercise of powers of the County of Sonoma and the Cities of Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor. It is charged with planning, developing, and providing public library services to all residents of the county. It will operate the library as a regional branch of its system.

**The Sonoma County Library Commission** is the governing body of the library agency. It must, in a consensual process with the City, approve all functional aspects of the design.

**Library Director Roger L. Pearson** is responsible for ensuring that the building meets County Library standards for size and functionality, and for advising the Library Commission in this regard.

**Assistant Director Molly E. McDermott** will be responsible for overseeing the facility, its staff and equipment, and is to be consulted on all aspects of the detailed planning.

## GOVERNMENT AGENCIES & OFFICIALS (Continued)

### LIBRARY CONSULTANT

**Library Consultant David Sabsay** is responsible for developing this building program. He has received and evaluated ideas submitted by the Library Advisory Board and other citizen groups and individuals. He will work closely with the architectural design firm, and review the plans and specifications at each critical phase.

### LIBRARY ADVISORY BOARD

**The Rohnert Park-Cotati Library Advisory Board** is established in accordance with the Joint Powers Agreement to advise the City Council and the Library Commission and Director on all matters pertaining to library service in the region. It has provided invaluable input to this building program. It will also review and advise on all critical design phases, and have a major voice in matters of esthetics.

City and Library officials and the Consultant will work closely with each other and with the architects to assure a successful project, and one which satisfies all legal requirements.

In order to insure proper and adequate review, the architects will be required to submit each critical design phase for review and consensus approval as follows:

	SCHEMATIC DESIGN	PRELIMINARY DESIGN	WORKING DRAWINGS
Library Advisory Board	Review	Review	Review
Library Director	Approval	Approval	Approval
Planning Director		Review	
Planning Commission		Approval	
Public Works Manager	Review	Review	Approval
City Engineer	Review	Review	Approval
City Building Official		Review	Approval
Public Safety Director		Review	Approval
City Manager	Review	Review	Approval
Library Commission	Approval	Approval	Approval
City Council	Approval	Approval	Approval



## TIME SCHEDULE

### PROJECT PHASE:

### TO BE COMPLETED:

Schematic design

July 16, 1999

Preliminary design (design development)

September 10, 1999

Working drawings & specifications

April 28, 2000

Call for construction bids

July 21, 2000

Award of construction contract

August 8, 2000

Completion of project

August 10, 2001 - April 30, 2002

## HISTORY OF THE ROHNERT PARK-COTATI LIBRARY

The original Sonoma County Library was established by the Board of Supervisors in 1945, and the first branches were opened the following year. It was a latecomer among California county libraries, many of which date to the early part of the century. The then-existing incorporated cities in the county had for many years been operating their own municipal libraries, most of them in Carnegie Grant buildings. The role of the new County Library was to serve the unincorporated communities. Among the eight branches which were established in 1946 was one in the Cotati Elementary School in that rural community.

Mrs. Violet McKean was the first person in charge of the branch. She served for less than a year, and was succeeded by Mrs. Addie Sherman, who left in 1948 to head the Sonoma Public Library. Her replacement was Mrs. Marguerite Hahn, who was to serve for twenty-three years.

In 1952 the library moved from the school to a little cottage adjacent to the Hahn residence on Old Redwood Highway. Initially it occupied half the building. In 1962 it took over the rest—but even so the space was very small.

The new planned city of Rohnert Park incorporated in 1962, and the older established community of Cotati became an incorporated city the following year. Neither established municipal libraries, and they remained a part of the County Library service area. As the population expanded, especially in Rohnert Park, the need for a larger library facility became acute.

In 1965 the County Library consolidated with the Santa Rosa Public Library, and construction began that year on a 61,000 square foot central headquarters library and resource center in downtown Santa Rosa. The new library administration began searching for a larger and more central location for a library in Rohnert Park, and, in 1967, moved the branch into a building on College View Drive which had housed a portion of Sonoma State College before construction of the present SSU campus. Much of the expanded book collection came from the former County Library headquarters at the County Administration Center.

By the mid 1970s the needs of the rapidly growing city outstripped the capacity of the small branch in rented quarters, and there began consideration of a specifically designed, full-service library building. The older cities with outdated Carnegie buildings were feeling similar pressures. Because they each served residents of adjacent unincorporated areas to varying degrees, they looked to the County for assistance with construction and operating costs. The County was willing to provide such support, but only if the small and inefficient municipal libraries agreed to consolidate their operations with the County Library.

Several had already done so, and in 1975 the remaining cities and the County established the present Sonoma County Library Joint Powers Agency, responsible for library service countywide. A seven-member Commission sets policy and employs a director and management staff to administer the system. Administration, automation and technical services, and other common functions are situated in the Central Library, which also provides back-up materials and information services to the branches. The agreement called for substantial regional branches in each urban center, constructed by the respective cities in accordance with Commission standards, and operated by the new library agency.

A new Rohnert Park-Cotati Library was among the first to be built under this arrangement. From their respective allocations of Federal Revenue Sharing funds in 1975, the City of Rohnert Park appropriated \$377,500, and the County \$240,200, for a 61-49% division. The handsome new building on Hunter drive, designed by the architectural firm of Lawrence Simons & Associates, opened in the fall of 1976.

Although the building, which consisted of 10,000 sq. ft., was planned to be serviceable for a period of twenty years, the population growth caused it to reach capacity much sooner. In 1990 the City and the County Library prepared an application for a grant under the California Library Construction and Renovation Bond Act of 1988 with which to enlarge the structure by another 10,000 sq. ft. Given the limited funds and highly competitive nature of the State program, the grant was not secured.

In 1998 the City commissioned the present consultant to develop a needs assessment and site survey for the library, which found that the current and projected space requirements exceed the capacity of the present library site, and recommended construction of a new building in the proposed Civic Center complex.

*Mission Statement ...*

THE MISSION OF THE  
SONOMA COUNTY LIBRARY  
IS TO PROVIDE  
EDUCATIONAL, CULTURAL,  
INFORMATIONAL, AND RECREATIONAL  
RESOURCES FOR THE USE OF ALL  
RESIDENTS OF SONOMA COUNTY.

*Roles ...*

Popular Materials Library: The library features current, high demand, high interest materials in a variety of formats for persons of all ages.

Independent Learning Center: The library supports individuals of all ages pursuing a sustained program of learning independent of any education provided.

Children's Door to Learning: The library encourages young children to develop an interest in reading and learning through services for children, and for parents and children.

Reference Library: The library actively provides timely, accurate, and useful information for community residents.

Formal Education Support Center: The library assists students of all ages in meeting educational objectives established during their formal courses of study.

Community Information Center: The library is a clearing house for current information on community organizations, issues, and services

Research Center: The library assists scholars and researchers to conduct in-depth studies, investigate specific areas of knowledge, and create new knowledge.

*Adopted by the Sonoma County Library Commission 2/94.*

*Goals ...*

- A. To support and cooperate with other agencies and support groups.
- B. To provide adequate hours and facilities.
- C. To hire and develop a well-trained staff.
- D. To provide adequate materials and programs aimed at the individual and family.
- E. To acquire adequate funding for the operation of the library.
- F. To provide appropriate material as needed.
- G. To provide special collections—such as genealogy, history, Wine Library, agriculture, and business.
- H. To recognize cultural diversity through special collections.
- I. To utilize technology effectively.
- J. To give individual and group instruction and advise in the use of the library and library materials.
- K. To sponsor programs of an educational, cultural, informational, and recreational nature, independently or in conjunction with other institutions and organizations.
- L. To enhance the content and distribution of library services to all persons in Sonoma County, regardless of place of residence or any socioeconomic barriers or personal limitations, constantly assaying the needs of the total community.

*Adopted by the Sonoma County Library Commission 2-94.*

## SONOMA COUNTY LIBRARY PLAN OF SERVICE

The Sonoma County Library is a single integrated institution which operates countywide. Its facilities can be described in terms of levels of service—primary, secondary, and tertiary—akin to those employed in retail marketing.

Library service at the most elementary level consists of a basic collection of worthwhile titles for children, in sufficient quantity to meet demand, and standard adult works of continuing interest plus those books popular at the moment. No great degree of assistance is required by users of such a facility. The space needed is relatively small and has no very specialized requirements. At this level there are no specialized book or nonbook materials, nor informational service of any kind. Such library “stations” are typically located in leased quarters, allowing for relocation as circumstances require.

At a higher level, service will consist of broad collections of books for all ages; a selection of popular magazines and newspapers; and a core collection of recordings. Professional librarians will be on duty at all times, and a specialist in childrens services when children are most often present. A good basic reference collection will permit the staff to provide information services adequate for the everyday needs of most people. This function can be well performed by strong branch libraries in regions beyond the drawing power of the Central Library for such services.

Beyond this level are many specialized materials and types of personnel which economically can be provided only in a central library, but which can be drawn upon by people in all parts of the county who require these services. Materials to be found here include a comprehensive book collections, including technical works and books in several foreign languages; a large collections of magazines and newspapers with extensive back files; a strong collection of government publications—local, state and Federal; a staff of specialists in the various fields of knowledge and experts in the several types of library service and technology.

Access by all residents of the county to increasingly available and important electronic information, services, and networks has become a vital aspect of library service, with specialized personnel, equipment, and staff training located in the Central library, linked by various telecommunication methods to all branches.

Thus, three basic elements are required to provide quality library service. These are:

CENTRAL LIBRARY	A central library which is available to all for service in depth, and to house administrative and technical operations, located close to the commercial and population center of the county.
REGIONAL BRANCH LIBRARIES	Strong regional branch libraries strategically deployed to be within easy reach of all but the most remote residents of the county.
SMALL BRANCHES	Small branches (stations) to serve the less mobile portion of the population in a few concentrated centers.

REGIONAL BRANCH LIBRARIES

In order to provide equalized quality library service throughout Sonoma County, there exist a series of regional branch libraries located in the following cities:

CLOVERDALE	The Cloverdale Regional Library serves the northern portion of the county, roughly equivalent to the Cloverdale Unified School District.
HEALDSBURG	The Healdsburg Regional Library serves the portion of the county between the Cloverdale trading area and the Windsor trading area.
WINDSOR	The Windsor Regional Library serves the area in and around Windsor.
SANTA ROSA	The Central Library, Northwest Santa Rosa Regional Library, and Rincon Valley Regional Library together serve the greater Santa Rosa area.
GUERNEVILLE	The Guerneville Regional Library serves the lower Russian River area.
SEBASTOPOL	Sebastopol Regional Library serves the western portion of the county between the Russian River area and the Petaluma trading area.
ROHNERT PARK -COTATI	The Rohnert Park-Cotati Regional Library serves that portion of the central county between the Santa Rosa trading area and the Petaluma trading area.
PETALUMA	The Petaluma Regional Library serves the south central and southwestern part of the county.
SONOMA	The Sonoma Valley Regional Library serves the Sonoma Valley area.

Residents of the extreme North Coast area receive bookmobile service by contract with Mendocino County Library.

Each regional Library, in order to meet the foregoing standards, has a minimum of 20-40,000 volumes, seating for 90-100 readers, and a separate room for programs and other activities. This requires approximately 10,000 sq. ft. of building area.

The present Rohnert Park-Cotati and Sebastopol Regional Libraries, built in 1976, and the Sonoma Valley Regional Library, built in 1978, are each 10,000 sq. ft. However, population growth since then has rendered the first two completely inadequate.

The Healdsburg Regional Library, which houses the 1,400 sq. ft. Sonoma County Wine Library collection, contains a total of 11,400 sq. ft.

The Northwest Santa Rosa Regional Library, completed in 1968, lacks a multipurpose room and related amenities, and hence contains just under 8,000 sq. ft. Expansion is proposed. The Windsor Library, located in the renovated town hall, consists of 7,600 sq. ft.

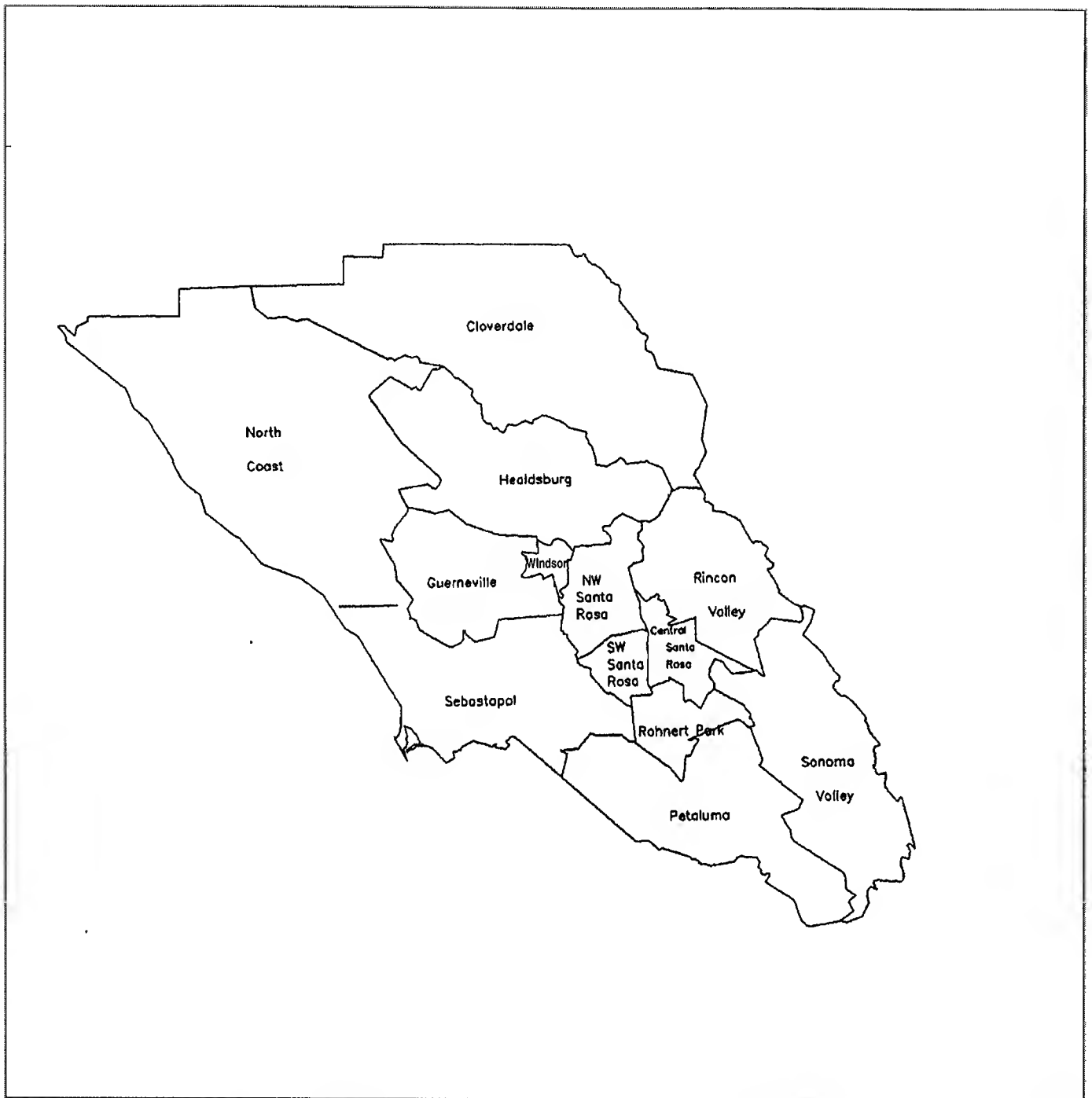
The Cloverdale Regional Library, completed in 1979, and the Guerneville Regional Library, completed in 1982, are 7,200 and 6,200 sq. ft., respectively, each designed for expansion.

A library building of 10,000 sq. ft. will, at full capacity, serve a population of up to 25,000. Hence the Petaluma region, with a projected population of more than twice that figure, has a building of 24,500 sq. ft., completed in 1976. The new Rohnert Park-Cotati Library is anticipated to be approximately the that size also.

As populations grow and demand for library services increase, more existing branches will have to be enlarged or replaced, and additional branches built.



# SONOMA COUNTY LIBRARY PLANNING AREAS



ROLES OF EACH LIBRARY FACILITY

A. Central Library

1. The largest of three libraries serving Santa Rosa and its immediate area and those who work or shop there.
2. The locus of centralized computer services for Sonoma County Library, and any contracting libraries, providing access from all facilities to circulation control, public access catalogs and other locally mounted databases, remote bibliographic and reference databases, and the World Wide Web.
3. A reference center for all Sonoma County residents through both direct use and referral from branches.
4. A reference center for all North Bay residents, through both direct use and referral from other libraries.
5. A referral node between Sonoma County and the universe of libraries, data banks and other information sources.
6. Housing of central collections in subject areas where countywide duplication is not feasible.
7. Housing for in-depth collections in other fields appropriate to public libraries, as a countywide resource.
8. Housing for an extension collection of certain types of materials to supplement the central and branch collections as needed.
9. Housing for broad-based collections in designated subject areas as part of the North Bay Cooperative Library System's coordinated cooperative collection development policy.
10. Housing for outreach services, including adult literacy.
11. Housing for support services for Sonoma County Library.
12. The administrative center for Sonoma County Library.

### B. Regional Branch Libraries

A regional branch library serves as the public library for its community—the urban and surrounding rural marketing area. Hence its collections must reflect any special needs or emphases dictated by the makeup of that community.

On the other hand, a regional branch is the local outlet of a highly integrated county library, which exists to serve the needs of the county community, one which is relatively homogeneous. Branch library collections are not designed to be self-contained.

A computerized catalog which shows countywide holdings, and permits users themselves to place holds on items, coupled with a good delivery system, make it possible to identify and retrieve materials in the Central Library and other libraries easily and quickly.

Each regional library, therefore, develops collections of materials to meet most of the everyday information, education and recreation needs of the local community. It does not attempt comprehensiveness in any field, but relies upon the broader and more specialized collections of the Central Library and outside resources available through interlibrary loan.

### C. Rural Stations

A rural library station serves the less mobile population in specific communities which are relatively isolated from regional branches. They are termed "stations" rather than "branches" because the State Library defines a branch as "an extension library open some part of each of five days a week, has at least 1,400 square feet of floor space, and at least 7,000 volumes, and is staffed with the equivalent of at least one librarian and one clerical employee during hours open for service," while a station is defined as "a library structure smaller than a branch, providing a lower level of services."

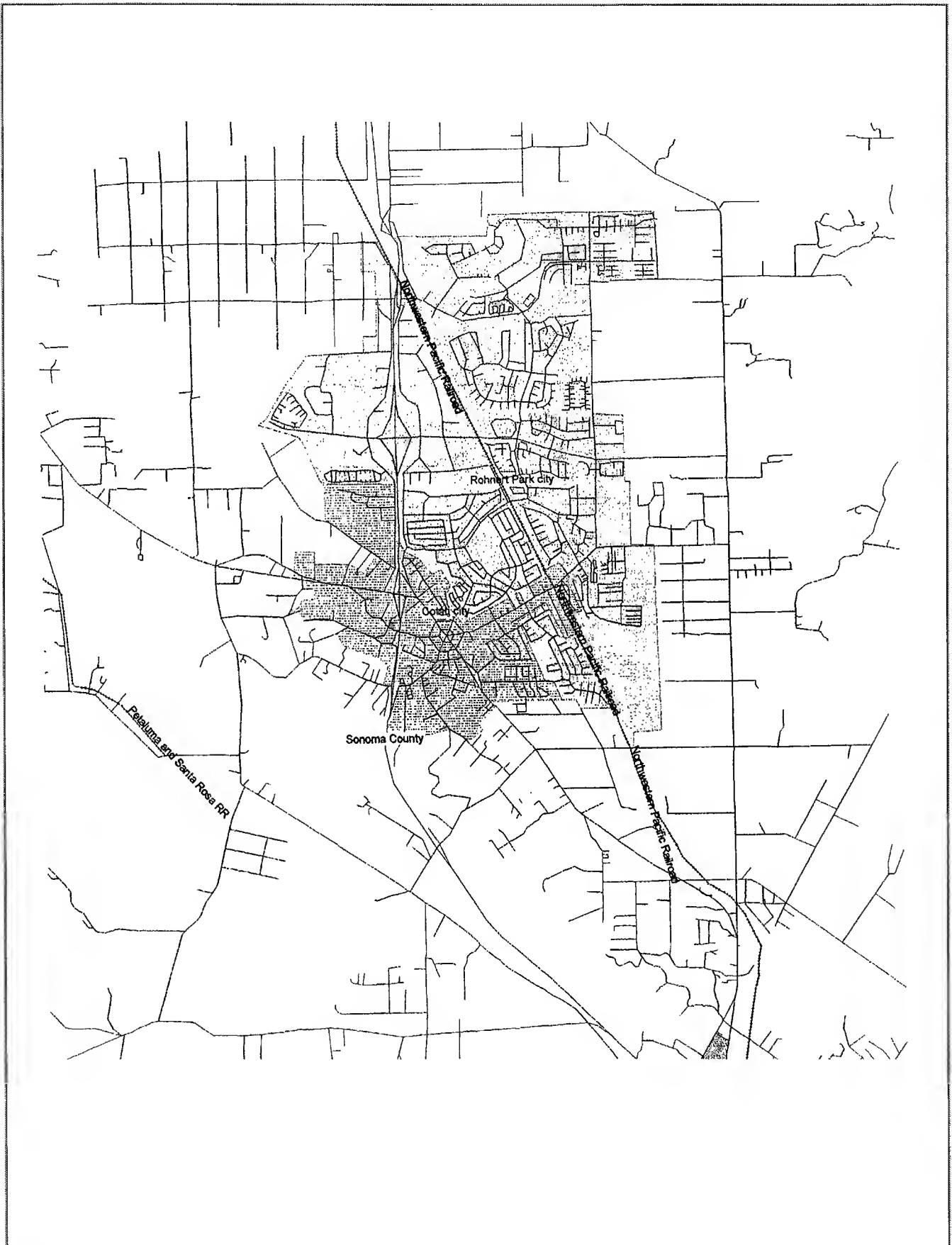
Stations provide a very basic level of service. Collections consist of worthwhile titles for children, in sufficient quantity to meet demand; standard adult works of continuing interest; and those books popular at the moment. In addition to volumes purchased specifically for them, they draw books from the Extension Collection to hold for four months. To meet specific requests they also draw from the Central and regional branch collections. They do not have direct online access to these collections.

Rural stations currently exist in Forestville and Occidental.

### E. Bookmobile Service

Sonoma County Library currently contracts with Mendocino County Library for the Mendocino bookmobile to provide twice-monthly service to Sea Ranch and Stewarts Point on the north Sonoma County coast. A sum for the purchase of books is included in this contract. Users of this bookmobile have access to holdings of Mendocino County Library and, through interlibrary loan, to those of Sonoma County Library.

# ROHNERT PARK - COTATI LIBRARY SERVICE AREA



## SERVICE AREA DEMOGRAPHICS

**Estimated population.** The State Department of Finance estimates the populations of Rohnert Park and Cotati on January 1, 1999, at a total of 46,850. This represents an increase of 1.35% over January 1, 1998.<sup>1</sup> Projections the Association of Bay Area Governments put the population of the rural area surrounding the two cities close to 5,200, for a total of approximately 52,000 in the library service area.<sup>2</sup>

ABAG projects the population of this service area in 2020 at 70,600. The Department of Finance, while not detailing local areas, projects the overall population increase in Sonoma County at 19% between the years 2000 and 2020. If the Rohnert Park-Cotati Library Service Area grows at the average rate, it will have approximately 65,800 in the year 2020.

**Age Levels.** The 1990 U. S. Census provides detailed demographic data by census tracts for that year. The percent of children and of adults in each age group below 45 was greater than the countywide average, while the percent of each age group above that is smaller.

**Ethnicity.** The 1990 Census provides a breakdown of the service area population by ethnicity. The percent of non-whites is about the same as the county as a whole, 10% compared with 9.4% for the county. However, the composition of this minority population is quite different.

The ratio of Blacks within the minority population is 24%, compared with 15% countywide, and represents 21% of all Blacks in the county. Asian-Americans and those of Pacific Island heritage are 43% of the minority population, compared with 29% countywide, and represents 19% of this ethnicity in the county. The 10% Native American is somewhat less the county average.

Of the Asian-Americans, those of Filipino, Chinese, and Japanese heritage represent the largest groups, followed by those from Korea, India, and Vietnam, in that order. Those in the last category are largely immigrants, for whom the Library has a special responsibility to provide foreign language and acculturation materials.

Persons who identify themselves as being of Hispanic heritage, regardless of race, constitute 11% of the local population both in this region and countywide. Of these 78% locally, 77% countywide, are of Mexican origin or descent. Most are immigrants or their children, who have special library needs.

The Department of Finance has projected the ethnic breakdown of population of each county to 2020 and beyond, with the following composition for Sonoma County in that year:

Whites will drop from 91% to 73%; Hispanics will increase from 11% to 19%; and Asian-Americans and Pacific Islanders will increase from 3% to 6%. Blacks and Native Americans will remain at about 1% each. A similar pattern can be anticipated for Rohnert Park-Cotati. The increases in Hispanic and Asian-American populations, particularly, will have a considerable impact upon the Library's collections, staff, and services.

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<sup>1</sup> State of California, Department of Finance, *City/County Population Estimates, with Annual Percent Change, January 1, 1998 and 1999*. Sacramento, California, May 1999.

<sup>2</sup> Association of Bay Area Governments. *Projections - 98; Forecasts for the San Francisco Bay Area to the Year 2020*. Berkeley, Association of Bay Area Governments, December 1997.

**Educational attainment.** The 1990 Census also provides a breakdown of the local population that year by amount of schooling: Of persons 25 years old and older, 12.4% were not high school graduates or the equivalent. Another 24.8% were high school or equivalent graduates; 30.2% had some college, but no degree; 10.8% had associate degrees; 17.2% had bachelor's degrees; and 4.6% graduate or professional degrees.

**Jobs and Commuting.** Historically, Rohnert Park has been something of a bedroom community, with fewer jobs than working persons. The ABAG study shows that this imbalance has disappeared, and that the ratio will be reversed: by 2020 there will be 1¼ jobs for every employed resident. Cotati will continue to have an imbalance of jobs to employed, although the ratio of jobs will increase; the unincorporated area will remain almost entirely residential. A substantial number of Cotati and rural residents, however, have jobs in Rohnert Park, and this will continue.

The impact upon library usage is significant: When people commute to work in another city, they have less time to use their local libraries, and may even patronize the libraries where they work instead, whereas those who work in the same community where they and their families live will be able to make greater use of their local libraries, and over a larger span of hours. Conversely, many of those who work in Rohnert Park, commuting from other areas, will make use of the Rohnert Park Library as well.

An analysis of Rohnert Park Library borrowers in 1998 by Sonoma County Library shows that 66.2% lived in the Rohnert Park Zip code areas 94927-28; 12.5% lived in the Cotati area; and 3.2% in the Penngrove area, for a total of 81.9% in the local library service area. Another 8.9% of borrowers lived in Santa Rosa; 2.8% in Petaluma, and the remaining 6.54% in other portions of Sonoma County and in neighboring counties. Residents of Sonoma County are entitled to use any of the facilities of the Sonoma County Library, as are residents of other North Bay counties through a regional agreement.

The 33.8% percent of borrowers from outside the immediate area represents an increase from 33.0% in 1987, and an estimated 29.2% in 1990. Studies show that 75-80% of library visits are combined with work, shopping, or other business activities. Thus, this trend probably reflects the growing employment and marketing strength of Rohnert Park.

## SONOMA STATE UNIVERSITY'S LIBRARY AND INFORMATION CENTER

Sonoma State University is constructing a three-story 220,600 gross square feet library and information center on its campus on the east side of Rohnert Park, scheduled to open in the fall of 2000. It will include 140,084 assignable square footage (ASF) of library space, 15,309 ASF of Computer Center space, and 2,509 ASF of self-instruction computer laboratory space.

The library portion will replace the current Ruben Salazar Library, which will be remodeled for other campus uses. The Computer Center will consolidate operations currently dispersed among several buildings. The self instructional computer labs will support the general computer access requirements of the University for students and faculty.

The Jean and Charles Schultz Information Center will have a book capacity of 950,000 volumes—twice that of the present Ruben Salazar Library. An automatic storage and retrieval system, occupying space on all three levels, will accommodate 450,000 less frequently accessed items books. There will be expanded study space, and many more computer work stations from which students and faculty will be able to access the many online reference sources and databases to which the library subscribes.

Residents of Rohnert Park and other communities in the University's service area will have access to the new library/information center. Its collections and online resources, however, will generally be geared to the college and university level, and to the specific instructional program of SSU. Most of the online resources are limited by the terms of the leases to students and faculty members, and can be accessed only by restricted passwords.

No,  
not most

Members of the SSU Alumni Association have borrowing as part one of their benefits. Teachers in the Cotati/Rohnert Park Unified School District may also receive free library cards. Others may join the Community Borrowers Group for a fee of \$12 per quarter. Alternatively, one may join the Friends of the Library at a fee of \$35 per year, including borrowing privileges.

The library's catalog of holdings is available online, via telephone modem or the World Wide Web. Sonoma County Library facilities are directly connected, as is the Rancho Cotate High School Library, all being members of the North Bay Cooperative Library System (NBCLS). The NBCLS-sponsored *SuperSearch* interlibrary loan program allows a user to conduct a simultaneous search of the holdings of all member libraries.

A user of the Rohnert Park-Cotati Library may place a request online—either from the public library or from home—for a book owned by the SSU Library. A combination of NBCLS and Sonoma County Library van delivery systems will transport the book to the Rohnert Park-Cotati Library, and return it to SSU. There may ultimately be a direct van link between the two libraries.

Such occasional usage of the SSU Library will supplement the resources available in the Rohnert Park-Cotati Library. However, as the University expands from a current enrollment of 6,000 full-time equivalent (FTE) students to an anticipated 10,000 FTE, use of the public library by students, faculty, and their families for popular reading material will also increase, and will place more pressure on the latter facility.

# SONOMA COUNTY LIBRARY TECHNOLOGY DELIVERY SYSTEMS

## AUTOMATED LIBRARY SYSTEM

The basic computerized system which Sonoma County Library employs is an integrated, multi-function, multi-user suite of programs which supports fundamental library operations and reporting requirements. The current system is Dynix, supplied and supported by Ameritech Library Services of Provo, Utah. It is mounted on a Hewlett-Packard 9000 series computer.

The present architecture is an older hierarchical one rather than client-server. Ameritech is developing a client-server product which the Library expects to acquire in two or three years. This will provide Web access to all modules from all Library and home microcomputers. Modules which are currently in service are described below.

All but the acquisition and reporting functions are accessible at each Library facility through a *wide area network (WAN)* and leased digital line, and distributed within the local building through a *local area network (LAN)*, and the use of routers, hubs, and terminal servers. Each PC or other device which is employed in the building to access the system must be separately cabled, using category 5 UTP wiring currently, and all such devices must be on dedicated power circuits to eliminate interference from other equipment. PCs used to access other local and remote databases and the Internet, as described below, must be similarly connected.

All PCs, for whatever purpose, must be strategically located within functional areas, convenient for users and staff assistance to the public, and mounted on furniture appropriate for their use. Space must be provided for monitors, keyboards, pointing devices, and printers where needed, and consideration given to height and other ergonomic conditions; cable management; privacy; and avoidance of glare.

**Material acquisition.** Provides a means for ordering and receiving books and other library materials, coordinated for all Sonoma County Library outlets; for clearing invoices and maintaining accounts; and for displaying on-order items in the online catalog module.

*Building implications:* Branch library staff require access to PCs, connected to the system, both at service desks and at off-desk locations, with which to submit items to be ordered for their facility. While some selection tools may be available online, provision must be made to house print journals and publishers catalogs close at hand.

**Cataloging.** Provides access to a source of standardized cataloging data, with the ability to match such data to library acquisitions and import it into the local system. Generates item labels. Facilitates the cataloging and processing of added copies, including gifts, which are frequently performed in the branch.

*Building implications.* Branch staff use this module to catalog and process gift items. This requires use of a workstation and sufficient additional work space for the physical processing of material.



**Online catalog.** Provides online search and display capabilities for library holdings systemwide.

*Building implications:* In place of traditional card catalogs, the library will house public access catalog PCs, connected to the system, capable of displaying library holdings. Printers are required with which to capture citation and holding information. PCs and printers must be mounted on furniture at appropriate heights for different clientele, and placed at strategic locations.

**Circulation control.** Provides an online, real-time means of recording all borrowing and fine transactions countywide. Interfaced with the online catalog, it provides status information for individual items. A hold feature permits users to reserve titles located anywhere in the library system. Projected is an automatic notice generator which will alert users by telephone and home computer to items which are overdue or reserved items which have become available.

*Building implications:* The Circulation Desk must be outfitted with an appropriate number of PCs to handle checkouts and check-ins. Small side printers are needed at check-out stations to produce date-due slips. Provision should be made to house returned items in secure areas before they are checked in, and space is needed for book carts used to move them out afterwards, with shelving close by for sorting, temporary storage, and public browsing. Additional shelving is needed nearby for items on hold.

**Serials control.** Provides an efficient means for ordering, checking in, and monitoring serial publications. Interfaced with the online catalog, it provides status information for individual titles and copies.

*Building implications:* No direct impact beyond the general advantages of centralized cataloging and physical processing, sparing the branch from these routine activities. Conversely, it makes it possible for a branch to receive and check in certain time-sensitive publications directly.

**Interlibrary loan.** The North Bay Cooperative Library System provides a program, called Super-Search, which allows Sonoma County Library users to locate items held by other member libraries, and to request and receive them on interlibrary loan. This is not part of the Dynix system, but interfaces with it using the Z39.50 standard protocol. Of particular interest locally is the access which this provides to Sonoma State University library holdings, and the access afforded to students at Rancho Cotate High School to the holdings of the Rohnert Park-Cotati Library.

*Building implications:* While this program does not substantially reduce the size of collections which have to be housed in the local library, it does provide valuable supplementary resources. It also adds somewhat to the draw on local library holdings and to the volume of materials borrowed and lent.

**Bulletin board.** An online bulletin board is accessible through the catalog module, conveying up-to-date information on library policies, services, and programs, and on Friends of the Library activities.

*Building implications:* Supplements hard-copy signs, notices, fliers, and handouts, and may, at least in theory, reduce the number of such items which have to be posted.

## LOCALLY MAINTAINED DATABASES

At this writing, Sonoma County Library has added its index to local history publications to the online catalog, and also maintains online two nonbibliographic databases, described below. It will add still other local resources over time.

**Community resources.** Also known as an Information & Referral file, this searchable database, developed and maintained by Central Library staff, contains profiles of public service organizations and agencies throughout the county, with descriptions of their programs and contact information.

*Building implications:* These are somewhat intangible, but this extends the relevancy of the library to many persons who need such services and who might not avail themselves of other library offerings.

**Historical photographs.** Sonoma County Library's historical collections contain over 26,000 photographs, housed at Central, Petaluma, and other facilities. These and collections owned by various museums and historical societies throughout the county are being listed in the online catalog. Eventually many will be scanned and made available as digital images online.

*Building implications:* To the extent that existing collections contain photographs of the Rohnert Park-Cotati area, this material does not have to be duplicated locally. A good quality laser printer will be required in order to produce copies.

## REMOTE DATABASES

Sonoma County Library supplements its own resources with electronic access to many commercially available databases. At this writing the chief sources of these are the following:

**OCLC:** The Online Computer Library Center, Inc., Dublin, Ohio, supplies cataloging data in standard format for downloading to the Library's online catalog. *WorldCat*, its huge database of library holdings throughout the world, provides a means for locating items which can be borrowed on interlibrary loan. Its *FirstSearch* service, available to reference librarians, currently provides access to 70 journals, newspapers, and other reference sources, many with full text.

**InfoTrac ®.** Information Access Company of Foster City, part of The Gale Group, through its *InfoTrac SearchBank*, provides a product called *General Reference Center™*, which includes over 400 general interest magazines, children's magazines, newspaper articles, maps, historical images, and reference books, most of them full-text. Its *Health Reference Center™* currently covers 165 consumer health magazines and newsletters, selected medical journals, pamphlets, reference books, newspaper articles, etc., two-thirds of which are full text. Its *National Newspaper Index* covers five publications of national importance. It also includes *Books in Print ®*, with book reviews for many of the titles.

*Building implications:* These resources extend the capabilities of the library's reference service beyond the in-house reference collection, and limit the size of the latter.

### CD-ROM PRODUCTS

Many valuable databases, including some key U.S. Government publications, are available on CD-ROM. Popular childrens programs are also provided in this medium. At present these products are used on individual PCs equipped with CD-ROM drives. Eventually the Library may mount them on a CD-ROM server at its central site, or load certain ones onto a hard disk drive, thus permitting access from PCs throughout the countywide system.

*Building implications:* As long as separate CD-ROM products are in use, a certain number of PCs must be provided, and possibly dedicated, for the use of this medium.

### INTERNET - WORLD WIDE WEB

The Internet is a vast collection of inter-connected electronic networks worldwide. There are protocols for remote login (*Telnet* and *rlogin*), file transfer (*FTP*), and electronic mail. The most popular component is the *World Wide Web*, which consists of servers that support specially formatted documents designed to allow easy navigation of the network through the use of graphical user interfaces and *hypertext* links between documents and sites. It supports text, graphics, audio, and video files, which one accesses through use of a *browser* program. There are over a million Web sites, with new ones added daily.

The immense amount of information available on the Web can overwhelm the user. It is also difficult to validate the authority and accuracy of the material. Librarians have played a leading role in evaluating and cataloging useful sites, and they use the Web to supplement other sources, particularly for the most current information. Sonoma County Library, like many others, offers an informational Web site of its own, and provides direct public access to the Web through browser-equipped library computers.

*Building implications:* The demand for Web-capable public access computers dictates that there be several in the library, with downloading and printing capabilities. The need for guidance and assistance could, in turn, overwhelm the staff, so that a corps of volunteer docents seems indicated.

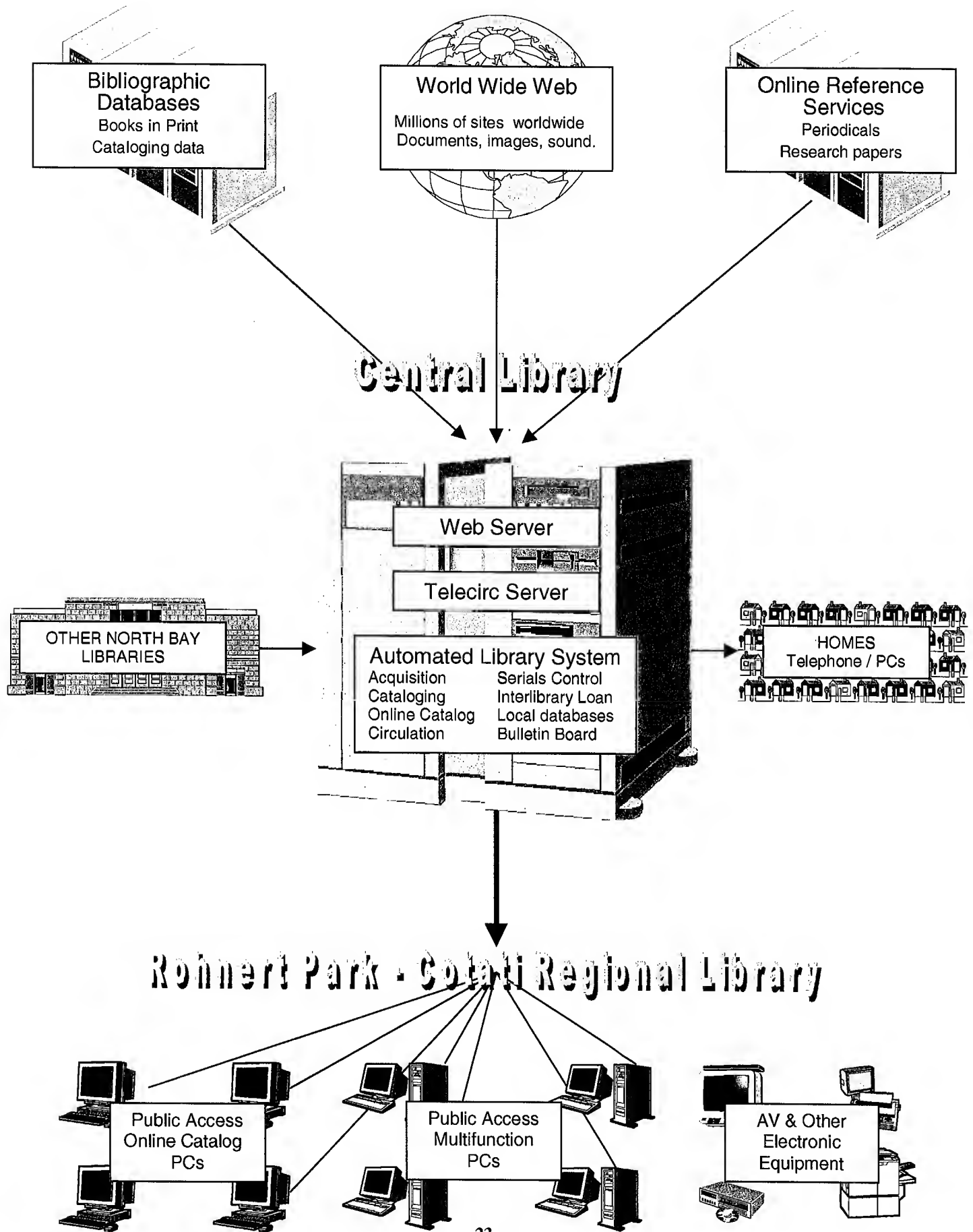
In some instances Web access can substitute for printed reference works, particularly voluminous directories, which the library would otherwise have to house.

### STAND-ALONE ELECTRONIC EQUIPMENT

In addition to PCs which are connected by cable to the Central Library, and thence frequently to outside resources, the library must provide many other electronic devices such as computer printers, photocopiers, microfilm and fiche reader/printers, tape and music CD players, televisions and VCRs, building theft detection systems, and self-charging devices.

*Building implications:* Each of these requires an appropriate location and adequate space, depending upon its use, degree of supervision required, size, and configuration. Special care must be taken to avoid interference between theft detection gates and microcomputers used at the Circulation Desk.

# TECHNOLOGY DISTRIBUTION SYSTEMS



## PROJECT LOCATION

In late 1998 the City Council commissioned a site survey as part of a needs assessment for the library. After determining the gross space and other requirements of a new building, the study considered a dozen potential sites that had been identified, and analyzed five that seemed most promising. It concluded, largely for space reasons, that a site in the City Center/Civic Center now being planned offers the best solution—virtually the only feasible one—for location of the new library.<sup>1</sup>

The general location has many other advantages, as described in the study: The City owns much of the land designated for a Civic Center. The location is within the greater downtown commercial district and central to the community. There is adequate space within the total civic center site to accommodate the library. Parking, landscaping, and other amenities can be designed in conjunction with the proposed new city hall to be located there also. The two buildings, along with the existing Public safety building, can form a handsome complex. The concept for developing the entire city center area includes retail commercial activity that would complement the library. The bordering Expressway is the major arterial for the city, including the west side, and the nearby State Farm Drive is an important north-south street. There are paved bike trails to the site.

The City has retained the firm of More Iacofano Goltsman, City Regional & Town Planners (MIG), of Berkeley, to guide the development of the City Center plan. The firm has conducted community workshops, and through them has produced concepts that appear to be widely accepted by City officials and the community at large.

The specific site proposed for the library is a 146,000 SF parcel adjoining the Public safety Building on the west. An undeveloped portion of the Public Safety Building parcel might be merged with it. This site will also contain parking and other common Civic Center facilities.

The City has determined that the library must be visible from the Rohnert Park Expressway, whether or not direct access is provided. The architectural firm retained to design the City Hall will have overall responsibility for the exact placement of library as well, to ensure that both new buildings will complement each other and that the Civic Center is designed as a whole.

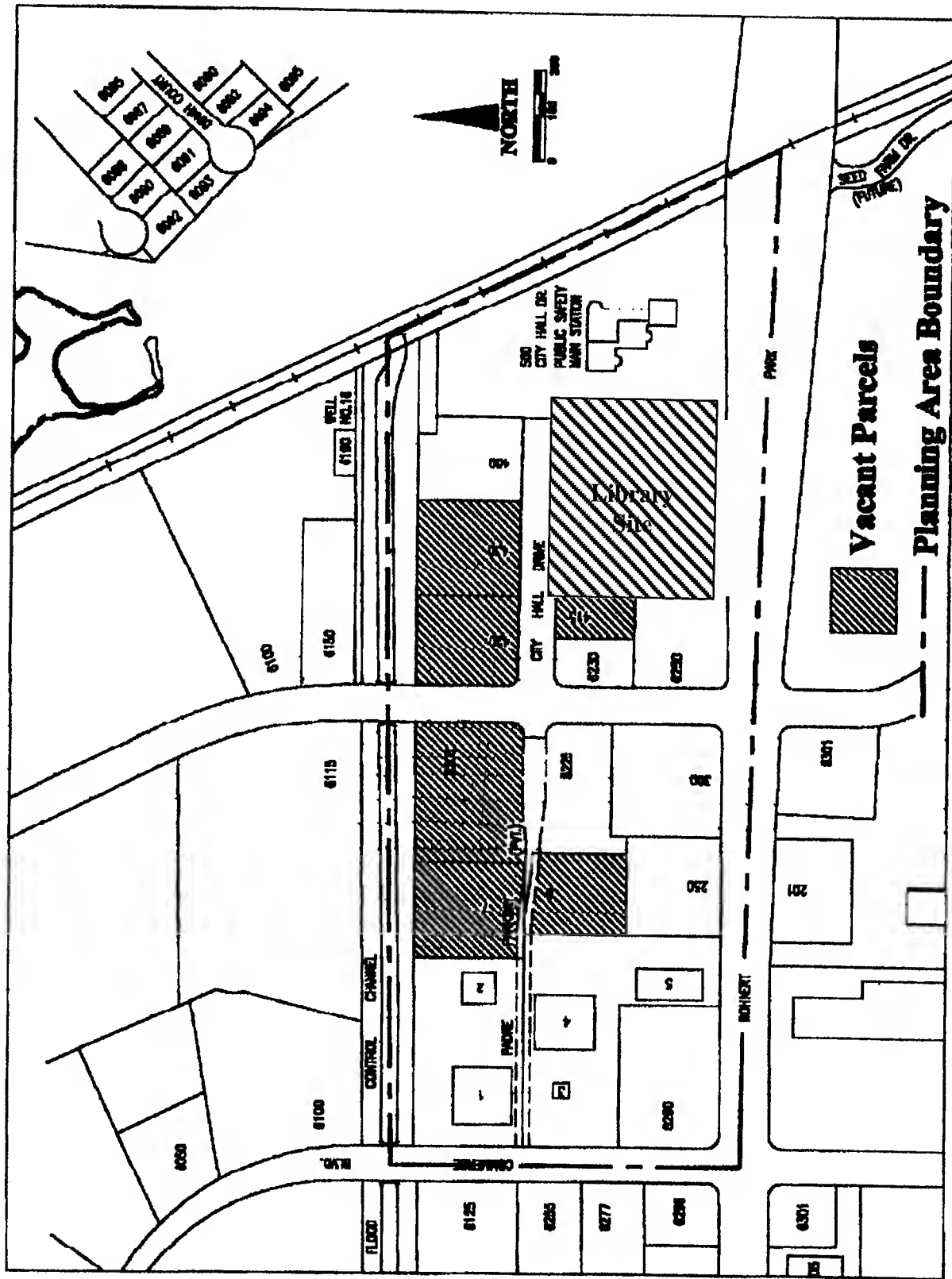
There is a strong desire to develop a bus hub within the City Center, as well as a railroad station on the east end, both of which are highly desirable library neighbors, as are the shops and other high-use commercial development proposed for the balance of the City Center.

The map on the following page shows the general location of the library within the City Center and Civic Center boundaries.

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<sup>1</sup> David Sabsay. *Needs Assessment & Site Survey for a New Library Building*. January 1999.

# CITY CENTER AND LIBRARY SITE



## LIBRARY COLLECTIONS

The Sonoma County Library system owned 663,282 books on 6/30/98 for a population of 436,700, or 1.5 books per capita. This represents a 7% decline in holdings since 1995, when the system reported 715,906, and a 21% decline in books per capita from 1.7 in 1995. (In 1990 the system had 1.9 volumes per capita). Clearly the holdings ought to be built back up to at least the 1.7 per capita level.

Of total system holdings, 52,683 books were assigned to the Rohnert Park-Cotati Library, constituting one book per capita for the approximately 52,000 persons in the branch service area. That per capita holdings here are even lower than the countywide average is no doubt due lack of shelf space in the current building. The new building must be planned for an anticipated 1.7 volumes per capita based upon the anticipated population of the service area in 2020. With an estimated 0.4 volumes in circulation at any one time, shelf space will be needed for 1.3 volumes per capita, or approximately 90,000 volumes.

The following page contains a breakdown of the anticipated book collection by major categories, as well as a summary of other types of materials which the facility will house. These collections are all further detailed in this document for each area of the building.



# SUMMARY OF MATERIAL COLLECTIONS HOUSED

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<b>BOOKS:</b>	Adult Fiction	18,000	
	Adult Nonfiction	33,500	
	Adult Reference	5,500	
	Special	4,960	
	In transit	1,800	
	<b>Total Adult Books</b>		63,760
	<b>Young Adult Books</b>		2,400
	Juvenile Fiction	5,600	
	Juvenile Nonfiction	10,800	
	Easy, Easy Reader, & Toddler Books	7,400	
	Juvenile Reference	400	
	In transit	500	
	<b>Total Juvenile Books</b>		24,700
	<b>Total Books</b>		90,860
<b>MAGAZINES:</b>	Adult	198	
	Young Adult	9	
	Juvenile	12	
	<b>Total Magazines</b>		219
<b>NEWSPAPERS:</b>			12
<b>VIDEOCASSETTES:</b>	Adult	1,300	
	Young Adult	180	
	Juvenile	450	
	<b>Total Videocassettes</b>		1,930
<b>COMPACT DISKS:</b>	Adult	1,400	
	Young Adult	240	
	Juvenile	200	
	<b>Total Compact Disks</b>		1,840
<b>AUDIO CASSETTES:</b>	Adult	600	
	Young Adult	200	
	Juvenile	235	
	<b>Total Audio Cassettes</b>		1,035
<b>PAMPHLETS, MAPS, &amp; PICTURES:</b>			3,000



**TABLE OF MEASUREMENTS FOR LIBRARY MATERIAL**

	ACTUAL ITEMS PER LINEAR FOOT	ACTUAL ITEMS PER 3-FT SHELF	ITEMS PER SHELF AT 75% CAPACITY	NUMBER OF SHELVES PER SECTION	ITEMS PER SECTION AT 75% CAPACITY
<b>ADULT BOOKS:</b>					
Fiction	12.3	36.9	28	5	140
				7	195
Nonfiction	13.5	40.5	30	5	150
				7	210
Reference	10.2	30.6	23	3	70
				5	115
				7	140
<b>CHILDRENS BOOKS:</b>					
Fiction	13.6	40.8	31	5	155
Nonfiction	20.0	60.0	45	5	225
Easy Books	27.2	81.6	61	3	305
Note: For paperbacks housed faced-outward in racks the quantities are twice those for hardbound books.					
VIDEOCASSETTES:	10.0	30.0	23	5	115
				7	160
AUDIOCASSETTE TAPES: *		63.0	47	5	235
Compact Disks: *		64.0	48	5	240
*These are housed face-outward in racks which fit standard library shelves.					
<b>PERIODICALS:</b>					
3 current titles displayed per 3-ft. sloping shelf; 3 titles in circulating back files per 3-ft. flat shelf;					
With alternating display and storage shelves a section 5± ft. high will hold 9 titles in combined display and storage; a section 7± ft. high will hold 15 titles in combination.					

## PUBLIC SEATING: QUANTITIES

The library proper will provide 302 individual seats, plus room for approximately 32 children in a group story hour setting.

The basic standard employed is that of *Martin and Bowler*,<sup>1</sup> one seat for each 200 people in the service area, up to 50,000 population; and one seat for each 400 people for the portion of the population above 50,000, as follows. This formula has proven valid in the buildings operated by Sonoma County Library and in comparable libraries elsewhere.

Maximum projected population in 2020: 70,600

$$50,000 / 200 = 250 \text{ seats}$$

$$\frac{20,600}{70,600} / 400 = \frac{52}{302} \text{ seats}$$

$$70,600 \quad 302 \text{ seats}$$

Of the 302 seats, 106 are assigned to the Childrens Area; the balance to various adult or common areas.

The following seating is in addition to the above :

Exterior <sup>2</sup>	9
Entry	6
Group seating in meeting room	<u>125</u>
Total additional seating	140
Basic seating	<u>302</u>
Total all seating	442

The following pages contains a summary table of reader seating by area and type of seating, a description of seating types, and a table of space conversion factors.

Conversion factors are based upon studies by Francis Joseph McCarthy, F.A.I.A, and presented in an illustrated paper entitled, "Human Mechanics in Relation to Equipment."<sup>3</sup>

<sup>1</sup> Martin, Lowell A. and Roberta Bowler. *Public Library Service Equal to the Challenge of California: A Report to the State Librarian*. Sacramento, California State Library, 1965.

<sup>2</sup> Other exterior seating may be provided in a courtyard.

<sup>3</sup> *Planning Library Buildings for Service: Proceedings of a Library Buildings and Equipment Institute sponsored by the Section on Buildings and Equipment, Library Administration Division, American Library Association, July 6-8, 1961; Kent State University, Kent, Ohio. Chicago, ALA, 1964.*

# PUBLIC SEATING QUANTITIES

Spanish is missing

AREA	AT READING TABLES	USING EQUIP- MENT	ON BENCHES/ LOUNGES	STORY HOUR CAPACITY	STACKING CHAIRS	TOTALS
EXTERIOR			9			9
Entry / Lobby			6			6
Circulation		6	4			10
Children	34	26	14	32		106
Young Adults	4	8	4			16
Reference	12	20				32
Informational	56	12				68
Conference Rm.	12					12
Recreational	12	8	25			45
Large Type	4	3	6			13
Meeting Room					125	125
TOTALS	134	83	68	32	125	442
CUMULATIVE TOTALS		217	285	317	442	

## PUBLIC SEATING: TYPES

**READING TABLES.** The majority of public seating will be at reading tables. These are limited to four persons each, in order to minimize loud conversation. Tables are to be 72" long to accommodate two persons per side, and 42" deep to provide room for books and working space from both sides. For older children and for adult use they are to be 28" high—an inch lower than standard—and with minimal aprons, because this has been found to be ergonomically preferable. This height will meet the *ADA Accessibility Guidelines* if the table top is an inch thick or less, and if there is no apron or other knee impediment. Otherwise some tables will have to exceed 28" in height, perhaps by employing adjustable glides. Tables for children are to be 21", 25", and 28" high.

A portion of the tables for adults—and eventually all—require access to power outlets for laptop computers, use of which is a growing tendency in libraries. For ease of use, safety, and appearance sake, tables should have built-in cable raceways, with power outlets at or near working surfaces. Tables are to be distributed throughout each area, rather than grouped together in regimented fashion.

**COMPUTER TABLES.** These are generally to be grouped in fours, on special tables which incorporate cable management systems for both power and telecommunication, and shelves below the work surfaces to hold processors. Required dimensions, where access is provided on two sides, are 72" long and 60" deep. If flat screen monitors are employed, the table depth can be reduced by approximately 10". For certain PAC computers, the height of the work surface is to be 36" to permit standing, with tall stools available at all places. Other PAC computer tables and all general access computer tables are to be seated height, with work surfaces at 26". Some tables for each kind of computer will have to accommodate wheelchair users, with work surfaces no higher than 33" and with no knee obstructions. (Keyboards which can be placed on the lap are also desirable.) Computer tables for children are to be 23" high.

**COMPUTER CARRELS.** Some PAC computers are to be distributed throughout the adult shelf areas, placed on individual carrels. These carrels are to be 36" wide, 30" deep, with work surfaces at 36".

**CHAIRS.** Chairs at the reading tables are to be selected for both comfort and durability. Fully adjustable task chairs are to be used at various equipment work stations, at free-standing equipment. Tall stools are to be placed at all standing-height computer tables and carrels. Childrens chairs are to be scaled to the age of the children and the table heights, as detailed in the description of the CHILDRENS AREA. They present an opportunity to introduce bright colors into the furnishings of this area.

**LOUNGE FURNITURE.** Most lounge furniture will consist of individual chairs. Where actual lounges are specified, they are generally to be two-place, with a table separating the seats. Upholstery fabrics must be durable, and as impervious as possible to staining and other abuses. Lounge furniture is to be distributed throughout each area, rather than grouped in lounge areas; most library users come as individuals, and are not comfortable sitting close to strangers.

**MEETING ROOM FURNITURE.** Meeting room chairs are to be light-weight and stackable, and tables folding and stackable, with enough dollies to hold them in manageable piles for moving and storage.

## ELECTRONIC EQUIPMENT

**PAC COMPUTERS.** These are full-function personal computers (PCs) that are dedicated to the purpose of accessing Sonoma County Library's automated library system, including the online public access catalog (PAC). Without such dedication of a portion of the public computers in the library, their use for other purposes would at times prevent catalog access.

At any of these workstations users can are able to consult the Library's catalog of holdings of books, serials, and historical photographs, including items on order; place holds on items not on the shelf or not held by the branch; and view their borrower accounts. They can also search the Library's I&R file, journal citations, and other data bases which are on or will be added to the system

**PUBLIC ACCESS COMPUTERS.** These are full-function PCs that may be used for productivity or learning software, to access the library's automated system and locally-mounted databases, or to connect to the Internet, using one of several programs and protocols. It will be difficult for the library staff to provide the necessary instruction for using this equipment, and a corps of volunteer tutors and docents appears to be necessary for the large number that are called for in this program. No!

**WORD PROCESSING.** Electric typewriters have been in demand in libraries by people who do not have access to them at home or work.. Word processors—dedicated machines that combine some of the attributes of a typewriter and of a computer—have largely replaced them, although most people will be unfamiliar with their use. A third alternative is a PC loaded with word processing software and limited to this or similar use. No

**COMPUTER PRINTERS.** PAC computers are to be equipped with small individual printers for reproducing bibliographic citations that users can take to the shelves or service desks. General purpose computers are to share networked printers in groups, provided the library is able to install a system of debit cards to handle the fees involved. Otherwise one or two networked printers for the entire library will have to be maintained at the Reference Desk.

**PHOTOCOPY MACHINES.** These are heavily used by the public for copying both library and personal items.

**MICROFICHE READER.** This allows viewing reference sources available on microfiche, including Federal, State and local documents, housed at the Central Library.

**MICROFICHE READER/PRINTER.** This makes hard copies from microfiche, and doubles as a fiche reader.

**MICROFILM READER.** This allows viewing any of the extensive Library backfiles of magazines and newspapers held in this format at the Central Library. Much genealogical material is available in this format through interlibrary loan.

**MICROFILM READER/PRINTER.** This makes hard copies from microfilm, and doubles as a microfilm reader.

**LISTENING STATIONS.** These are used to preview or to spend time listening to library recordings, including music, spoken word, and recorded books, on cassette tapes or CDs.

**VIEWING STATIONS.** Consisting of TV monitors and VCRs, these will be used to view both regular television transmissions via cable and library videocassette recordings.

**FAX MACHINE.** This is used , among other purposes, to transmit queries to the Central Library, and to receive printed and graphic material from there and other sources.

**TELECOMMUNICATION DEVICE FOR THE DEAF (TDD).** These devices, subsidized in their homes for the hearing impaired, are used by them to communicate with the library. The large elderly population in the region makes this means of access particularly important.

**PRINT ENLARGER.** An electronic device that magnifies normal print and graphic images will be a boon to sight-impaired individuals.

**PROJECTORS.** For public program purposes, the Meeting Room is to be equipped with a 16mm film projector, an overhead projector, and an LCD projector for use with a computer.

## GENERAL DESIGN PRECEPTS

### APPEARANCE:

The library will be a major element in the new Rohnert Park Civic Center complex, which in turn will constitute the anchor and focus for the new City Center. As such, it must be compatible in appearance with the other public buildings, although not necessarily of similar design. Compatibility may be obtained through use of similar materials or colors, and careful placement in regard to the other structures.

The library must present a warm and inviting appearance. Every member of the community, regardless of age, socio-economic status, cultural tradition, family environment, and individual predilection, should have no hesitation in entering it for the first time. Even though, as a public facility, the building must be of substantial construction, and possess a certain civic dignity, both outside and in, it must not be in the least cold or forbidding.

The interior design should directly relate to the exterior. It must have a warm, friendly, and relaxing atmosphere, comfortable furniture, appealing colors, and good lighting, so that people are encouraged to spend time in it and to return frequently.

### BUILDING CODE:

The structure must conform to all provisions of the 1998 California Building Standards Code (Title 24, California Code of Regulations) and the Uniform Building Code, whether or not referenced in this program.<sup>1</sup>

### MATERIALS:

Funds for maintenance of public buildings are limited. Consequently, the design must employ durable, low-maintenance materials to the fullest extent possible. Exterior materials should be impervious to damage by sun and rain. Durable masonry is recommended for exterior walls, and anti-graffiti sealant applied. All exposed interior walls, including walls behind shelving, are to be covered with a durable, easily maintained material. Floor coverings must be high-density carpet except as otherwise indicated. All materials used within the building must comply with permissible smoke and fuel standards established by code.

### SINGLE FLOOR:

The library will house large quantities of books and other materials, and will have a thousand users or more in the course of a day, many at the same time. The ratio of staff to space and to users will be small. Nevertheless, approximately two-thirds of the library's operating costs, as is typical, consist of personnel expenditures.

The staff must assist people to find the items or information they need; give instruction in the use of material and equipment; be available to check items out and back in; supervise public exits; be able to

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<sup>1</sup> The City of Rohnert Park will adopt the 1998 California Building Code, including all components, effective July 1, 1999.

oversee the use (and prevent abuse) of materials at shelves, tables and elsewhere throughout the public areas of the building; and monitor the use of the building and equipment. For these reasons, as well as the convenience and safety of users, all areas of the initial library must be on a single level.

(See also EXPANSION below.)

### **INTERIOR VISIBILITY:**

It is essential that staff stationed at one or more of the public service desks—circulation, reference, and childrens reference—be able visually to supervise all portions of all public areas in order to prevent mutilation of materials and furnishings, misuse of equipment, and other antisocial actions. The design of all public areas must, therefore, be open, without high barriers, and with virtually every foot of space clearly visible from one or another manned service point. If rows of shelving ranges are employed, they must be laid out so that staff at one of the service desks are able to see down the aisles.

Public restrooms are notoriously subject to abuse. The doors to these must be placed where those entering and leaving are visible from a staff work station—the Circulation Desk for the adult facilities, and the childrens Reference Desk of the childrens facilities.

### **INTERIOR FLEXIBILITY:**

Rapidly developing technology has impacted libraries as much or more than other institutions, and will continue to do so into the foreseeable future. The library's role itself will continue to evolve over time. The building must be planned not only for present needs, but also to accommodate materials, functions, and methodologies which are not evident at this time.

Bearing walls, permanent partitions, columns, and other internal structural elements must be kept to a minimum. Conduits and electric panels must not be located in walls or partitions which it may be desirable to move in the future.

### **ACCESSIBILITY FOR PERSONS WITH DISABILITIES:**

The building must comply with all requirements for disabled access contained in various parts of the 1998 California Building Standards Code (Title 24, California Code of Regulations), and with the *Americans with Disability Act Accessibility Guidelines* (ADAAG).

Elements of special concern include parking, walkways, doors, aisles and seating access, restroom dimensions and equipment, drinking fountains, telephones, and other built-in equipment, and signage.

### **TRAFFIC PATTERNS:**

Provide clear and efficient traffic patterns within the building to major activity centers.



### ENERGY CONSERVATION:

The building must meet, and if possible exceed, current energy conservation standards for new non-residential buildings, as contained in the 1998 California Building Standards Code (Title 24, Part 6, California Code of Regulations). Elements of special concern include site development, roof and wall insulation, doors and windows, lighting, and HVAC systems.

Minimize fenestration on the west side, and provide shading for southern exposures. Provide shade trees on both the west and south sides.

Consider skylights and clerestory windows to provide daylight for energy conservation and enhanced atmosphere, and automatic photosensor controls. Windows will be limited by the need to place shelving along interior walls, and, for security reasons, those in public areas cannot be allowed to open. Position windows for maximum energy conservation, acoustical, and atmospheric effect. Employ double glazing, reflective and low-emissivity coatings and tinting as appropriate.

Employ high efficiency motors, and incorporate integrated economizer dampers and controls. Consider a computerized energy management system for both HVAC and lighting. Insulate equipment from occupied spaces for sound and vibration.

### ACOUSTICAL TREATMENT:

Maximum reduction and absorption of sound is an essential consideration in the building layout and in the choice of building materials. High sound-level areas should not be contiguous to low sound-level areas when adequate buffers cannot be provided. (See *Table of Anticipated Sound Level in each Area.*)

Acoustical materials should be used for ceilings, floors, and any exposed walls. (Book-filled shelves will cover most wall spaces and provide excellent sound absorption.) Carpeting is required in most areas for acoustical purposes and lower maintenance cost.

### INTERIOR LIGHTING:

Lighting levels are indicated below for each building area. In order to maintain these levels, allow a margin of 30±% for burned-out lamps and ballasts, especially in high ceilings where they can only be replaced periodically on a scheduled. All lighting must meet Title 24 requirements. Use high efficiency fluorescent lamps, electronic ballasts, and high efficiency fixtures. Specify lamps used by Sonoma County Library in its other buildings. Provide double switches for multiple lamp fixtures. Avoid a multiplicity of lighting types. Use electroluminescent exit signs.

Avoid glare, with particular attention to computer display screens, but also on reading, writing, and keyboard surfaces.

**EXPANSION:**

There must be planned expansion to a total of 40,000 SF, the projected ultimate space need. This expansion may occur on the same or a second level.

Lateral expansion is preferable, for design and construction as well as functional reasons. Areas to be expanded on the same level include all of the major public spaces: CHILDRENS, RECREATIONAL READING AND OPEN SHELF, INFORMATIONAL READING AND OPEN SHELF, and REFERENCE. If expansion is lateral, provide nonbearing walls free of major utility lines and conduits. Provide stubbed utility and underfloor duct connections.

If space limitations dictate expansion on a second level, the areas to be accommodated there include the CHILDRENS and RECREATIONAL READING AND OPEN SHELF AREAS, and an expanded audio-visual area. THE INFORMATIONAL READING AND OPEN SHELF AREA and the REFERENCE AREA, with enhanced computer facilities, would then expand into the spaces vacated by the foregoing. For vertical expansion, provide adequate foundations and structural framing for anticipated loads, including bookstacks. Provide locations for stairways and an elevator shaft. Provide stubbed utility connections and means for connecting to the ground floor underfloor duct system.

For either type of expansion, size electrical, plumbing, HVAC, and other building systems to accommodate the additional space.

**SHELVING:**

Shelving is to be standard library shelving, both wall-hung and free-standing. Sections are to be completely modular.

All shelving must meet Title 24 seismic force requirements. Refer also to *Seismic Safety Standards for Library Shelves, Manual of Recommended Practice*. Sacramento, California State Library Foundation, 1990.

Blocking is required in all hollow walls to support wall-hung shelving, whether or not shelving is specified on a given wall for original installation. Blocking must run horizontally so that shelving standards may be adjusted laterally.

Consider perimeter shelving arranged to form study and tutoring alcoves. Such alcoves, properly designed, integrate books and seating, provide users with greater quiet and a sense of privacy, and display library materials to the best advantage. (See *Multipurpose Study Alcoves*.)

Where shelving is arranged in parallel stacks, provide minimum aisle widths of 48" (60" from center to center of stacks) in all public areas, 36" (48" from center to center) in storage area.

Except where otherwise indicated, shelves shall be nominal 10" (actual 9") deep. No shelves shall exceed 36" in width.

**SHELVING (CONTINUED):**

All steel shelves are to be bracket-hung, without additional fasteners.

All standard shelves shall be equipped with non-skid, non-scratch book supports of appropriate sizes. Steel shelves shall be equipped with hook-on type book supports.

Specialized shelves for nonbook materials, and other fixtures such as display cases, bulletin boards, etc. can be bracket-hung on shelving columns for better integration and flexibility.

Book capacities of shelves and shelf sections vary with the type of collection housed. In order to permit easy removal, replacement, and shifting of books, capacity is considered to be 75% of a full shelf load.

A Table of conversion factors for books and other major categories of library is provided for quick reference, using the 75% capacity factor.

## MULTIPURPOSE ALCOVES

Sonoma County Library, working with the late Francis Joseph McCarthy, F.A.I.A., and his associate and successor, James O. Brummett, A.I.A., developed the concept of book stacks arranged to form alcoves around the perimeter of reading and open shelf areas. The advantages of this concept are many:

- Books are displayed head-on to best advantage, and are much more inviting to browsers than rows of stacks no matter how generous the spacing between them.
- Alcoves form people-size spaces within larger rooms, offering users a comfortable degree of shelter and privacy without sacrificing staff supervision.
- The three book-lined sides of the alcove offer exceptionally fine acoustical buffering.
- Reading tables or lounges within the alcoves bring materials and readers into the closest possible proximity.
- Two or more people can study or work together on projects with minimum impact upon others.
- The semi-privacy and acoustical features have made these alcoves eminently suitable for adult literacy tutoring.

These alcoves have none of the many disadvantages of closed study rooms, such as difficult HVAC control, inadequate supervision, poor acoustics, or the need for staff booking.

Appropriately sized and with good access to utilities, alcoves have remarkable flexibility. They can house periodicals, audio-visual items, reading or study tables, lounge furniture, study or computer carrels, listening stations, or virtually any form of library material or equipment.

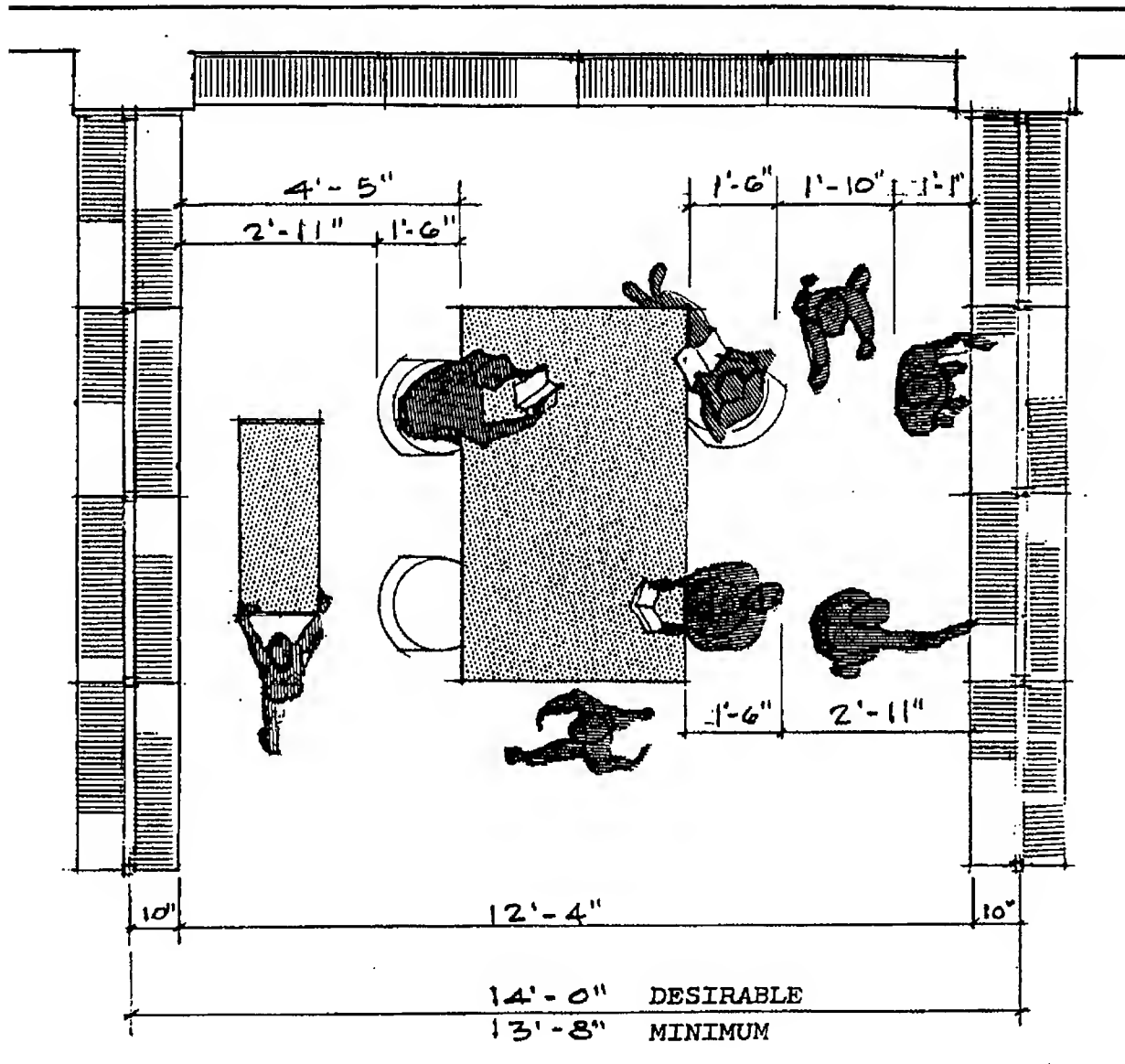
If additional shelving space becomes critical, double-faced book stacks can be inserted at the center line, transforming alcoves into more traditional stacks, although at the expense of seating or other uses.

Other factors being equal, the integration of shelving and user activities can result in more efficient use of space.

A typical alcove for adults should be formed of shelving 12 ft. deep placed 14 ft. apart on centers. Larger alcoves may be used for special collections and other purposes.

A drawing of a typical multipurpose study alcove appears on the following page.

# TYPICAL ALCOVE DIMENSIONS



Francis Joseph McCarthy, F.A.I.A.

### UTILITY SYSTEMS:

Provide domestic cold water system, domestic hot water system, sanitary sewer system, and natural gas system. Provide all connections to the site and building in accordance with City standards.

### HVAC SYSTEMS:

Provide a complete system or systems for heating, cooling, circulating, and filtering air throughout the building. Provide convenient access for maintenance. See also ENERGY CONSERVATION above.

### UNDERFLOOR DUCTS:

To accommodate both immediate and future electric and electronic cabling requirements, provide an interlocking grid of underfloor double-cell ducts such that all public and staff work spaces which do not have direct access to wall conduit will have access to it. Ducts must allow ready installation of outlets as needed. Only floor outlets required initially should be installed in construction.

### ELECTRICAL DISTRIBUTION SYSTEM:

Provide adequate wiring into and throughout the building for all built-in mechanical and electrical equipment and fixtures, and for all immediate and future power outlets. Provide dedicated circuits for networked computers and for individual pieces of equipment as required. Provide building-wide surge protection and an uninterrupted power supply (UPS).

Install lighting control center for all public areas except meeting room in staff work area, positioned so that staff can view the areas to be illuminated. Provide occupant-sensor lighting controls in minor rooms as specified. Provide locking for any power switches and circuit breakers in public areas, and for all thermostatic controls.

Use flush floor mounted receptacles. Mount all duplex wall outlets horizontally.

### ELECTRONIC DISTRIBUTION SYSTEM:

Provide required control equipment in the mechanical maintenance room, and cabling from there to all locations required for telephone, computer, and audio-visual systems, utilizing ceiling and wall conduit and a dual-cell underfloor duct system. Verify type and locations of outlets to be initially activated.

Use flush floor mounted receptacles. Install wall outlets with plates mounted horizontally.

**EMERGENCY LIGHTING SYSTEM:**

Provide battery-powered emergency lights as required by code and the Public Safety Department, and sufficient to allow orderly evacuation from all areas. Integrate with regular fixtures when possible.

**FIRE ALARM AND SUPPRESSION SYSTEM:**

Provide fire protection lines and site hydrants as required by the Public Safety Department. Provide a sprinkler system throughout building, including sprinklers in combustible concealed spaces, with alarm devices and connection to the Public Safety Department, all in accordance with City of Rohnert Park standards. Provide fire extinguishers as required by code and the Public Safety Department. Employ cabinets in public areas. Provide a complete closed circuit, electrically supervised, zone enunciated fire alarm system, which transmits to the Public Safety Department, in accordance with all code and local requirements.

**EMERGENCY DOOR ALARMS:**

Where emergency exits other than the main exit are required from public areas, equip with local alarm systems for security control.

**SECURITY ALARM SYSTEM:**

Provide an intrusion and panic alarm system with transmission to All-Pro Alarm & Security Inc.

**BOOK SECURITY SYSTEM:**

Provide a magnetic book detection system, with control gates at the public entrance and sensitizing and desensitizing devices at the Circulation Desk.

**TELEPHONE SYSTEM:**

Install existing Lucent Technology Partner Plus telephone system from the old library, expanded as necessary to meet the new building requirements. Include a line for a fax machine and, if necessary, a separate dedicated line for a TDD device.

**BUZZER SYSTEM:**

Provide a buzzer and buttons system whereby staff away from public service desks can be signaled when needed. Locate buttons at each public desks. Locate buzzers where they can be heard throughout all public and staff areas, except the meeting room and public restrooms.

**PUBLIC ADDRESS SYSTEM:**

Provide a zoned public address system and microphones. Locate microphones at circulation and adult Reference Desks. Locate speakers where they can be heard throughout all public and staff areas, except the meeting room and public restrooms.

**CLOCKS:**

Provide electric wall clocks and power outlets for them as specified for by area below, and where visible in all public areas and in major staff and work areas. They must be easily accessible for setting.

**DOOR CLOSERS:**

Provide door closers on all doors unless otherwise indicated. Closers must have hold-open features which can be disarmed. Provide electric door openers at all public entrances and exits, including those to the meeting room.

**DOOR LOCKS:**

The keying system will be specified by Sonoma County Library management. Provide master-keying of building locks, and grand mastering to other Sonoma County Library buildings. Provide a lock box as required by the Public Safety Department.

**PAPER DISPENSERS:**

All paper dispensers (toilet tissue, towels, etc.) must be compatible with like dispensers in this building, and with those in other Sonoma County Library buildings.

**SIGNAGE SYSTEMS:**

Design systems of signs coordinated as to colors, material and lettering with each other and with the rest of the building, and of sufficient lettering size to be seen from a distance, as follows:

1. Exterior building identification sign(s).
2. Interior area and service identification signs (e.g., *Children, Reference*).
3. Room and space identification signs (e.g., *Men, Women*). Include symbols or pictograms, tactile lettering, and grade 2 Braille lettering.
4. Programmatic signs (e.g., *Library Hours, No Smoking*). These must be capable of being readily modified or supplemented to accommodate changing operational needs.
5. Major collection designations (e.g., *Fiction, Periodicals*). These must be moveable.
6. Dewey Decimal Numbers and genre designations (e.g., *000-199, Mysteries*). These must be readily changeable as collections shift.



## EXTERIOR ELEMENTS

- APPEARANCE:** See under GENERAL DESIGN PRECEPTS.
- MATERIALS:** See under GENERAL DESIGN PRECEPTS.
- SETBACK:** The library should be placed with minimal setback from the adjacent street or drive in order to make it more visible and approachable, and to shorten the distance to the public entrance.
- LANDSCAPING:** Employ hardy, long-lasting and low-maintenance materials, limited to native plants or those proven to thrive in the local region. Integrate with the balance of the Civic Center complex.
- Provide an automatic irrigation system. Insure that trees are not overly watered.
- PARKING:** Prevailing winds in Rohnert Park are from the west, the direction in which a parking lot and future garage may be located. This placement would expose the library to exhaust fumes and evaporated particulate from asphalt pavement, and measures to mitigate this concern should be taken. Such measures might include placing the main entrance on another side of the building, and avoiding other apertures, such as HVAC intakes, on the west side. Shading the parking lot to decrease temperatures would reduce the amount of pollutants that evaporate. A green zone of low shrubs or dense ground cover between the lot and the library would help trap pollutants as well as provide oxygen to dilute them.
- Provide approximately 110 parking spaces for library users and staff. Some of these spaces may be combined with parking for other buildings in the Civic Center. However, a substantial number must be immediately adjacent to the library.
- Provide five handicapped parking stalls adjacent to the public entrance, dimensioned and signed in accordance with code and ADA requirements. One stall must be, and be labeled, van accessible.
- Provide 20 stalls for staff and volunteer parking near the service entrance, and sign *reserved*.
- Provide a bus and passenger loading zone adjacent to the public entrance and conforming to code and ADA requirements.

- ACCESS:** Provide wide access walks of textured masonry to the entrance from the adjacent street or drive, and from the parking areas, with no steps and minimal if any slope, conforming to code and ADA requirements.
- PORTE-COCHERE:** Provide a porte-cochere at the public entrance for protection from weather.
- BICYCLES:** Provide racks for 20 bicycles near the public entrance, preferably under the porte-cochere and well-lighted, designed to accommodate security locks.
- LIGHTING:** Provide night illumination of parking and bicycle areas, all entrances, and all driveways and walkways, with a minimum of one foot candle per SF. Provide security lighting on all sides of the building. Outside lighting is to be controlled by a combination of photo-electric cells and time clocks.
- FIRE CLEARANCES:** Provide adequate clearances on all sides of the structure for fire fighting vehicles and equipment, as determined by the Public Safety Department.
- BENCHES:** Provide benches under the porte-cochere seating nine persons. Employ durable, weather and vandal-proof materials.
- REFUSE:** Provide a public refuse receptacle and cigarette urn outside the public entrance.  
  
Design a secure space for dumpsters as required by the local refuse service, and for material to be recycled. Locate near the service entrance.
- DELIVERIES:** Provide convenient access for library delivery vans at the service entrance, in accordance with Sonoma County Library requirements. This entrance is to consist of a 42" wide door, with a window of wire-reinforced glass. Provide a doorbell which sounds in the adjacent staff work area.
- BOOK RETURN:** Provide a walk-up book return slot at the public entrance, sheltered and well-illuminated, opening directly into the building. Place at a height appropriate for children and persons in wheelchairs.  
  
To receive books and other items from the book return slot, design an enclosure as an integral part of the interior. Equip the enclosure with a sprinkler head, solid-core or fire door as determined by the Public safety Department, and a fire and water resistant floor, with a slope and shallow drain to the exterior. (See CIRCULATION AREA.)

- FLAG POLE:** Provide a flagpole rigged with an internal halyard near the public entrance to the building. Situate it away from paved areas to discourage the tethering of bicycles. Provide a night spotlight so that the flag can remain flying.
- MONUMENT SIGN:** Provide a sign or signs with the name of the library, visible from the Rohnert Park Expressway as well as the entrance road or drive to the library. Provide night illumination. The design and lettering style of external signs should be consistent, and harmonious with interior signage and with signage of other buildings in the Civic Center, and include the international symbol for libraries.
- UNDERGROUND UTILITIES:** Underground all utilities on the site.
- TRANSFORMER & METERS:** Locate electric transformer, and both electric and gas meters, at the rear of the building if possible; if this is not possible, enclose or screen them.
- ELECTRICAL OUTLETS:** Provide waterproof and vandal-proof convenience electric outlets on each side of the building as needed for maintenance purposes.
- PLUMBING:** Provide snap-on hose bibs with back-flow preventers on each side of the building to supplement automatic irrigation system. Equip with detachable handles.

## FUNCTIONAL AREAS AND THEIR RELATIONSHIPS

The balance of this document organizes the detailed requirements of the project in terms of functional "areas." Each area represents a relatively homogeneous group of functions which cannot readily be separated.

An area is not necessarily, or usually, a separate room. In fact, to achieve the maximum internal visibility and openness described above, public areas should be combined into larger rooms to the fullest extent possible.

Careful planning is essential in devising a schematic design which accommodates all relationships and use patterns. The resulting arrangement of materials and functions must be simple and obvious so that individuals with varying degrees of sophistication are able to use the library with a minimum staff assistance.

The table on page 48 gives the estimated size of each area, along with the quantities of books and seating which each will contain.

### **RELATIONSHIPS BY ANTICIPATED SOUND LEVEL:**

Sound levels vary in accordance with activities, and therefore within each functional area of the library. Successful design must separate areas with wide variations in anticipated decibel levels. It is particularly important to separate serious reading and study areas from those with higher volumes of sound such as the CIRCULATION AREA.

The chart on the following page gives the expected sound level in each area.

### **RELATIONSHIP BY USE, TRAFFIC, STAFFING AND OTHER CONSIDERATIONS:**

Only from a full understanding of the interrelationships among the various functional areas of the library, is it possible to develop appropriate placement of each of these areas. The resulting schematic design must provide for efficiency and economy of operation, ease of use, and public satisfaction.

The chart on page 49 specifies the relative proximity which each area should bear to every other area.

The diagram on page 50 further illustrates the relationship of each area to every other area. This bubble diagram is conceptual in nature and is not intended to represent a specific schematic design.

# SUMMARY OF FACILITY SPACE REQUIREMENTS

AREA	BOOKS	PUBLIC SEATING LIBRARY	MEETING	STAFF SEATING	ESTIMATED AREA IN SF
PORTE-COCHERE		9			250 <sup>1</sup>
ENTRY/LOBBY		6			600
Meeting Room			125		1,500
CIRCULATION	2,300	10		5	2,000
Bookstore	7,000 <sup>2</sup>				350
Children	24,200	106		2	3,700
Young Adults	2,400	16			600
Reference	5,500	32		3	2,200
Informational	33,500	68			3,350
Conference Room	3,000	12			350
Recreational	18,000	45			2,200
Large Type	1,960	13			380
Work / Storage	9,000 <sup>2</sup>			6	1,450
Office				1	160
Staff Lounge				17 <sup>3</sup>	1,050
Public Restrooms					550
Bldg. Maintenance					200
Mech. Maintenance					160
Enclosed Courtyard					2,250 <sup>1</sup>
TOTAL OF AREAS					23,290
10% for Structure					2,590
TOTAL BUILDING AREA					25,880

<sup>1</sup> Area computed at 50% of actual.

<sup>2</sup> Friends used books.

<sup>3</sup> Includes seating for volunteers and Friends.

# RELATIONSHIP OF AREAS BY PRIORITY

	Meeting Room	Entry / Lobby	Circulation	Bookstore	Children	Young Adults	Recreational	Large Type	Informational	Reference	Office	Work / Storage	Ad Restrooms	Ch Restrooms	Staff Lounge	Bldg Maint	Mech Maint
MEETING ROOM	-	1*	2*	3	3	4	4	4	4	4	4	4	4	1	3	4	4
ENTRY/LOBBY	1*	-	1*	2	3	4	3	3	4	4	3	4	1	3	4	4	4
CIRCULATION	2*	1*	-	1	3*	2*	3	3	3	3	4	3	2*	3	4	4	4
BOOKSTORE	3	2	1	-	4	4	4	4	4	4	4	4	4	4	4	4	4
CHILDREN	3	3	3*	4	-	3	4	4	3	3*	4	4	4	1*	4	4	4
YOUNG ADULTS	4	4	2*	4	3	-	3	4	3	2*	4	4	4	4	4	4	4
RECREATIONAL	4	3	3	4	4	3	-	1	2	2*	4	4	4	4	4	4	4
LARGE TYPE	4	3	3	4	4	4	1	-	3	2*	4	4	4	4	4	4	4
INFORMATIONAL	4	4	3	4	3	3	2	3	-	1*	3	3	4	4	4	4	4
REFERENCE	4	4	3*	4	3*	2*	2*	2*	1*	-	3	2	4	4	4	4	4
CONFERENCE ROOM	4	4	4	4	4	4	4	4	2	2*	3	4	4	4	4	4	4
OFFICE	4	3	4	4	4	4	4	4	3	3	-	2	4	3	2	4	4
WORK & STORAGE	4	4	3	3	4	4	4	4	3	2	2	-	4	4	1	3	4
AD RESTROOMS	1	1	2*	4	4	4	4	4	4	4	4	4	-	4	4	1	4
CH RESTROOMS	3	3	3	4	1*	4	4	4	4	4	4	4	4	-	4	3	4
STAFF LOUNGE	4	4	4	4	4	4	4	4	4	4	3	1	4	4	-	4	4
BLDG. MAINT.	4	4	4	4	4	4	4	4	4	4	4	3	1	3	4	-	4
MECH. MAINT.	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	-
COURTYARD	1	2	4	4	2	3	1	4	4	4	4	4	4	4	4	4	4

1 1st priority: Must be adjacent

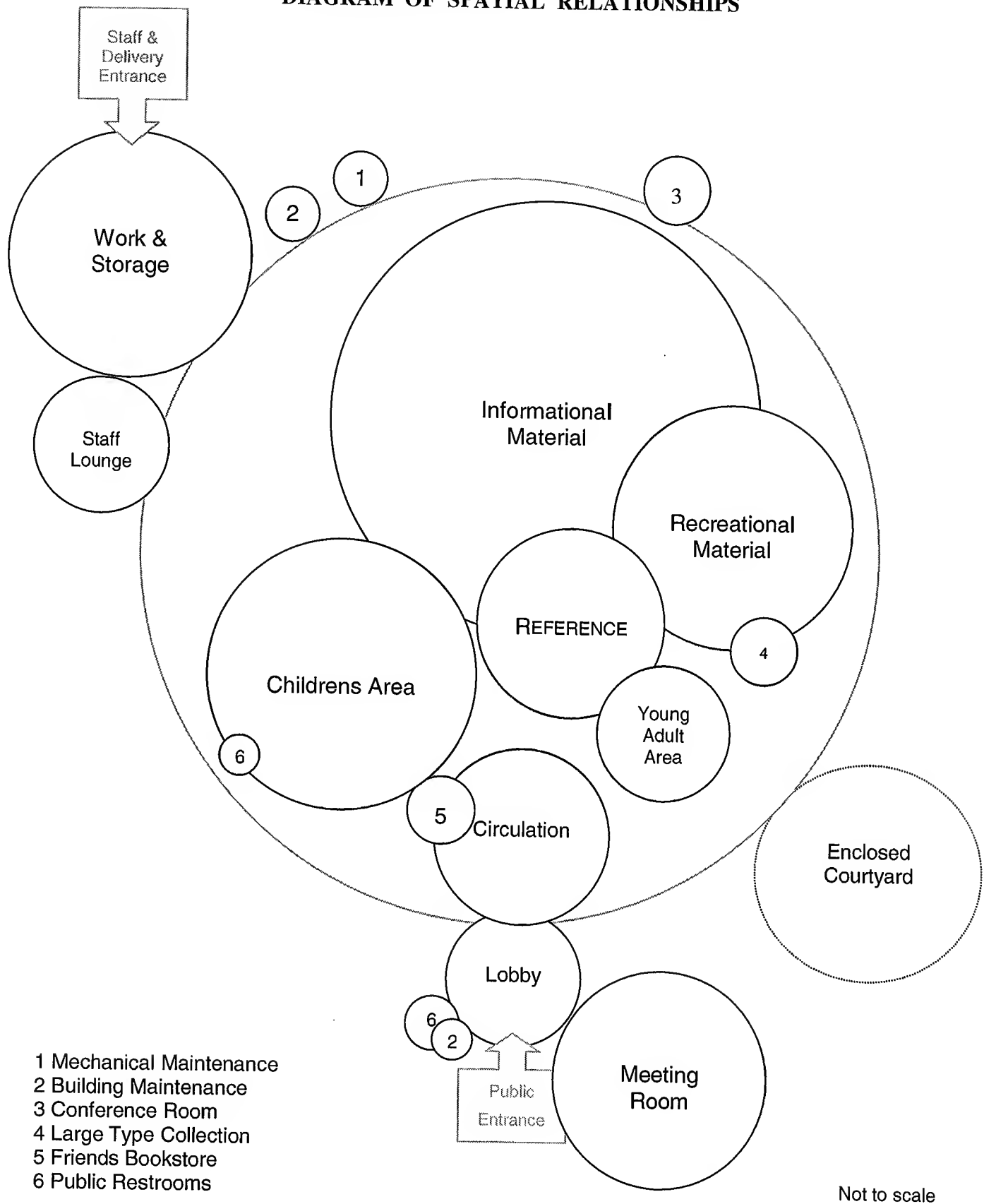
2 2nd priority: Should be near

3 3rd priority: As near as possible considering other priorities

4 4th priority: Proximity not important

\* Visual contact or supervision is essential

# DIAGRAM OF SPATIAL RELATIONSHIPS





# ESTIMATED SOUND LEVEL IN EACH AREA

AREAS	SOUND PRODUCING ACTIVITY	SOUND LEVEL IN DECIBELS
Mechanical Equipment Areas	Compressors, fans	80+
Meeting Room	Story hours, lectures, audio-visual programs, meetings of large groups	70
Enclosed Courtyard	Loud conversation, storytelling	60
Entry and Lobby	Loud conversation, heels on hard surfaces	60
Public Restrooms	Loud conversation, hard surfaces, running water	60
Circulation Area	Moderate public and staff conversation, telephone, printers, copiers, and other equipment	50
Childrens Area	Conversation of individual young children and of groups	50
Conference Room	Group conversation, tutoring	50
Work Area	Deliveries, staff and volunteer conversation, telephone, printers	50
Office	Moderate conversation, telephone, printer	50
Staff Lounge	Moderate conversation	50
Young Adult Area	Moderate conversation, listening, viewing, printers	40
Reference Area	Moderate public and staff conversation, telephone, printers and other equipment	40
Recreational Reading Area	Moderate conversation of individuals, listening, viewing	35
Large Type Area	Moderate conversation of individuals, listening	35
Study Alcoves	Study, individual conversation, tutoring	35
Other Study Areas	Study, low conversation of individuals	25



## ENTRY AND LOBBY AREA

### FUNCTIONS:

A single public entranceway is required for reasons of security and control.

The lobby, separated from the library proper, serves as a climate buffer between the outside weather and the interior of the library so that the HVAC systems can operate efficiently.

The lobby serves as a gathering place before and after events that occur in the Meeting Room

The lobby will also be used for special functions such as receptions, extensions of art shows and book sales, displays, and the initial orientation of groups to the library.

Various public facilities must be located in or adjacent to the entrance and vestibule, as detailed below.

With the lobby shared by the Meeting Room, it must be possible to close it off from the library proper, so that those using the Meeting Room after hours have access to it.

### SPECIAL CONSIDERATIONS:

*Automatic sliding doors.* Automatic sliding doors are necessary at the entrances from outside to lobby, and from lobby to the library proper, to accommodate the handicapped and infirm—or simply those who are encumbered with books, parcels, strollers, etc.

Separate doors may provide access to the lobby from different directions if useful to accommodate more than one approach, such as from the street and the public parking area.

There is to be but a single entrance, or pair of entrances, into the library proper, sized and placed to accommodate security gates.

Provide panic hardware on doors as required by code.

Provide maximum acoustical treatment for public telephones that is also vandal-proof; consider carpeting on walls

*Visibility.* The lobby and a portion of the library itself (including books) must be visible from outside the building in order to make the library inviting to enter.

### SERVICE AND SUPERVISION:

Staff on duty at the Circulation Desk will provide directional assistance to those entering the library, as well as constant supervision of the ENTRY AND LOBBY AREA, which must be visible from the desk. Use of glass partitions between the lobby and the library proper, and between the lobby and the Meeting Room provide inviting appearances and permit staff to exercise a degree of control from the Circulation Desk. The exit from the library proper must be adjacent to the Circulation Desk.

**FURNITURE & EQUIPMENT:**

Two benches seating six people total

Refrigerated drinking fountain, wheelchair height, automatic control

Two pay telephones, one at wheelchair height, illuminated, with convenience shelves

Book donation bin.

Directory board with glass front near Meeting Room entrance

Glass museum case or built-in display cases, illuminated

Fixed signs, to be specified

Dedication plaque, to be detailed

Sign standard

Waste receptacle

**UTILITY REQUIREMENTS:**

Water line to water cooler

Power outlets for water cooler and museum case

Convenience outlet on wall for custodial purposes

Telephone cable to pay telephone

*Lighting level:* 50 fc

**FINISHES:**

*Ceiling:* Acoustical treatment

*Walls:* Durable, easily maintained materials (see also reference to glass partitions above)

*Floor:* Durable, easily maintained materials (quarry or other nonskid tile suggested)

*Floor mat:* Provide flush, removable floor mat just inside main entry door.

## MEETING ROOM

### Functions:

The multipurpose Meeting Room will be used for storytelling, puppet shows, lectures, video and film screenings, literacy workshops, computer instruction, art shows and exhibitions, and other library-sponsored or library-related activities. When not in use by the library or Friends it will be available to community organizations and agencies for programs of general public interest.

### SPECIAL CONSIDERATIONS:

The room must be acoustically insulated as much as possible from street noise by placement or construction or both. There must also be good sound separation between this room and the library proper. The room itself must have good acoustical properties.

*Partitions.* The room must be divisible by easily movable acoustical partitions into three sections, seating 35-45 persons each, to accommodate small groups and minor activities.

Lighting must be planned for the multipurposes envisioned. Doors and windows must be provided with lightproof drapes or blinds for film and video screenings. All walls are to have art rails.

*Storage closets* are required for tables, chairs, display panels and all other equipment not in use at a given time. Secure storage is required for electronic equipment. Separate storage space is required for props used in childrens programs.

*A kitchenette*, giving directly into the room, is required for preparing light refreshments in connection with programs and special events.

### SERVICE AND SUPERVISION:

Library staff will conduct library programs in the room as time and schedules allow. Other agencies and organizations will provide their own staffing.

### ACCESSIBILITY:

Access to the room must be provided from the ENTRY AND LOBBY AREA so that the Meeting Room may be used after hours. Those using the room at such times must also have access to the public restrooms, drinking fountain, telephone, and other public amenities without entering the library proper. The latter must be secure from entry when library staff is not present.

It is desirable to have an exit from the room to a courtyard area.

*Emergency exits* must be identified, and any required additional ones provided, in accordance with local code and Public Safety Department requirements. They are to be equipped with panic hardware. Provision must be made to block light from all such exits when the room is to be darkened.

**FURNITURE & EQUIPMENT: FOR USE IN MEETING ROOM**

<i>BUILT-IN</i>	Dais at front of room, to be detailed
	125 stacking chairs w/ dollies
	15 folding tables, 72" x 36", w/ dollies
	2 utility tables, 30" x 30"
	10 free-standing display panels
	1 television monitor/receivers, minimum 25" screen
	1 videocassette recorder
	2 VCR and monitor stands
	1 LCD projector
	1 16mm film projector
	1 overhead projector
	1 projection stand
<i>BUILT-IN</i>	1 projection screen flush-mounted in the ceiling
<i>BUILT-IN</i>	2 high-fidelity speakers, mounted on either side of screen
	1 lectern with built-in sound system and reading light
	1 portable puppet stage
	1 easel with ceramic board, flannel board, and flip chart
<i>BUILT-IN</i>	Wall telephone
<i>BUILT-IN</i>	Wall clock
	2 Waste baskets

**FURNITURE & EQUIPMENT: FOR KITCHENETTE**

<i>BUILT-IN</i>	1 sink, with flexible-hose faucet; garbage disposal
<i>BUILT-IN</i>	1 microwave oven.
<i>BUILT-IN</i>	Electric cooktop
<i>BUILT-IN</i>	1 efficiency hot water heater
	1 refrigerator
	1 50-cup electric coffee urn and 1 10-cup hot water urn
<i>BUILT-IN</i>	1 paper towel dispenser
	1 large covered refuse receptacle
<i>BUILT-IN</i>	Storage cabinets and drawers, fitted with locks.

**UTILITY REQUIREMENTS:**

Underfloor double-cell duct at center of room, from front to rear, connecting to duct system in library proper, with side branches to be specified

Power outlets on all walls for equipment and maintenance, and in kitchenette for appliances

Power outlet in floor for projectors, at appropriate focal distance from screen

Telecommunication outlets on all walls connected to the library duct system

Cable TV outlet at center of front wall

Power track system and spotlights around ceiling perimeter

Light dimmer switches at entrance and front of room

Projection screen motor switch

Exhaust fan in kitchenette

Occupant-sensor lighting controls in kitchenette and storage closets

*Lighting levels:* Meeting room, 50 fc; kitchenette, 100 fc; storage closets, 20-30 fc

**FINISHES:**

*Ceiling:* Acoustical treatment

*Walls:* Durable, easily maintained materials, fire-retardant in kitchenette; picture molding around circumference of room; flush doors and hardware to supply rooms

*Floor:* Carpet in Meeting Room and storage spaces; resilient tile in kitchenette

*Glazed Areas:* Light-proof drapes or blinds



## CIRCULATION AREA

### FUNCTIONS:

<i>CIRCULATION DESK</i>	Issuance of borrowers cards; charging and discharging of borrowed materials; receipt of fines and fees; handling borrower inquiries.  Handling of general and circulation-related telephone queries.  Performance of other clerical tasks as time allows.  Temporary storage for returned items.
<i>BOOK RETURN CLOSET</i>	Adjacent and opening to the Circulation Desk, for receipt and securing of books placed through the outside book return slot until they can be discharged. <i>Must be fireproof.</i>
<i>RETURNED ITEMS</i>	Sorting and storage shelves for newly returned items where they are available to shelvees and for browsing by borrowers.
<i>PUBLIC EQUIPMENT</i>	PAC computers. Public copier and word processing equipment for public use.
<i>OTHER</i>	Housing for items on hold. Housing for new books. Friends book sale table Public bulletin boards and literature racks

### SPECIAL CONSIDERATIONS:

All people who use the library, and all books charged and discharged, pass through this area, and much of the routine business of the library takes place here. The area must be carefully planned to facilitate movement of people and books, with special consideration of traffic control at the checkout stations.

Conversation takes place among members of the public, among members of the staff, and between the two. This, and the public access equipment here, produce the highest noise level in the library proper, and special acoustical planning is needed to isolate it from the rest of the building.

Provide a stanchion and rope arrangement for checkout queues.

### SERVICE AND SUPERVISION:

See the description above of the Circulation Desk for the tasks performed here. Staff assigned to the Circulation Desk must provide essential supervision of the public entry and egress doors, the lobby and doors to the public restrooms, the meeting room, and those public areas of the library proper not visible to staff at other desk locations.

**ACCESSIBILITY:**

Must be adjacent to ENTRY AND LOBBY AREA, with access to and from all public areas of the building.

**FURNITURE & EQUIPMENT: FOR CIRCULATION DESK**

Counter-high Circulation Desk, w/ lower section for children and wheelchair-bound, w/ surface grommets, concealed raceways, book-return slots, under-counter book truck storage, box drawers, cupboards, and other elements to be detailed. Employ high density material with through color for countertops.

Seated work surfaces

5 computers w/ bar code scanners for issuing and discharging materials, and handling other circulation-related functions.

4 receipt printers

1 laser printer

4 desensitizing devices

2 resensitizing devices

1 cash register

3 telephone instruments

2 signal buttons & buzzers

3 task chairs

2 high base stools

2 depressible book trucks

2 small book trucks

1 electric pencil sharpener

3 pamphlet display racks

3 waste baskets



**FURNITURE & EQUIPMENT: FOR BOOK RETURN CLOSET**

2 depressible top, movable book bins

Foam rubber pad for overflow material

**FURNITURE & EQUIPMENT: OTHER**

Security sensors at entry-exit doors

Self-charging device

Storage shelves for 900 books and other items on hold, 5 shelves high

Sorting/browsing shelves for 1,400 returned books, 7 shelves high

Shelves for 150 new books, 5 shelves high

Friends used book sale table, approx. 42" x 60"

8 book trucks for reshelving

4 PAC computers

4-place computer table

4 tall stools

Coin-operated copier

2 public access typewriters, word processors, or computers equipped w/ word processing software

2 carrels, 48" x 30" x 26" high surface

2 task chairs

4 easy chairs

Bulletin board, 24 SF minimum

Peg board or other pamphlet display space, 12 SF minimum

Wall clock here and, if necessary, in other areas, to be easily visible from all adult areas

**UTILITY REQUIREMENTS:**

Dual-cell underfloor duct with access via built-in raceways to all segments of the Circulation Desk

Dual-cell underfloor duct at PAC computer table and carrels

Power to security sensors

Power outlets at Circulation Desk for equipment

Power outlets for public access equipment and carrels

Power outlets along perimeter of area for maintenance

Sprinkler head in book return closet

Fire door and alarm in book return closet

*Lighting level:* 100 fc

**FINISHES:**

*Ceiling:* Acoustical treatment

*Walls:* Durable, easily maintained materials

*Floor:* Hard, durable material around circumference of Circulation Desk, of a type which will minimize noise from book trucks. Shock-absorbing covering within desk. Carpet elsewhere

## FRIENDS BOOKSTORE

### FUNCTION:

Sale by Friends of the Library of used books and other library-related items.

### SPECIAL CONSIDERATIONS:

Material in the bookstore will not be protected by the library security system. It must be possible to close this area off, by a gate or doors, when no attendants are present.

This space must be designed so that it may be converted to general library use if the bookstore proves not to be successful over time. Consider a 28' double alcove.

### SERVICE AND SUPERVISION:

Volunteers representing the Friends of the Library will staff the bookstore from time to time, probably less hours than the library is open. At other times the area is to be secured from the general public.

### ACCESSIBILITY:

There must be direct access to the bookstore by the general public from the CIRCULATION AREA. There must be easy access for bringing books from the WORK AND STORAGE AREA.

### MATERIALS:

7,000 books

### OTHER:

### FURNITURE & EQUIPMENT:

Shelving 7-high, w/ some display shelves

Double-pedestal desk w/ box drawers

Task chair

Telephone

### UTILITY REQUIREMENTS:

Dual-cell underfloor duct at desk

Power outlets at desk, and along perimeter of area for maintenance

*Lighting level:* 70 fc

**FINISHES:** See CIRCULATION AREA

## CHILDRENS AREA

### FUNCTIONS:

Housing of materials for children, from infancy and pre-school through grade six.

Searching, browsing, reading, studying, and listening.

Staff guidance, readers advice and reference assistance to children, and to adults working with them.

Orientation and instruction of individuals and groups in general use of the library and in the online catalog, and other computerized resources.

Story telling and other programming.

### SPECIAL CONSIDERATIONS:

*Sound isolation.* Sound levels will vary, depending upon activities and the number and age of children present. To the extent possible this area must be acoustically separated from adult areas, with a lower ceiling height of highly sound-absorbent acoustical material, although it cannot be visibly separated.

*Alcoves.* Multipurpose shelving-reading alcoves are recommended for housing most of the collection and reading tables, and some specialized equipment.

*Puppet & storytelling alcove.* A large alcove, seating 30-50 children, is to be provided for puppet shows, storytelling and other group activities for very young children. Seating is to be on the carpeted floor. Easy-book shelving is appropriate for this area.

*Display space.* Provide as much built-in display space as feasible for books, and for posters and other colorful material, so that this area does not become littered with items scattered about inappropriately.

*Scale, ambiance.* Beginning with a lower ceiling, this area and all of the furniture and equipment in it must be scaled to sizes appropriate for children. Design finishes and furnishings which are colorful, bright, and appealing to children, and incorporate specific display spaces, so that there will be no need for extraneous decorations that detract from the building..

### SERVICE AND SUPERVISION:

A childrens librarian will be on duty at a Reference Desk in this area when usage warrants and staff is available. Ultimately there will be two librarians on duty here. At other times assistance to users will be provided from the adult Reference Desk. *There must be a direct line of sight between the childrens and adult Reference Desks.* The Circulation Desk staff must also be able to provide visual supervision.

### ACCESSIBILITY:

There must be direct access from and to the CIRCULATION AREA without passing through any substantial part of the adult service areas. There must also be access to and from the MEETING ROOM without passing through any substantial part of the adult service areas. There must be easy access to this area by adult services librarians stationed at the adult Reference Desk.

## CHILDRENS AREA (Continued)

### PUBLIC SEATING (Continued):

8 at PAC computers

8 at public access computers

14 at informal seating

32 in group setting

### REFERENCE DESKS

### OTHER EQUIPMENT:

### FURNITURE & EQUIPMENT:

2 computer tables, 72" x 60" x 23" high

2 computer tables, 72" x 60" x 23" high

4 chairs, standard adult height

36 chairs, 15" high

4 chairs, 13" high

6 stools, 15"

10 childrens easy chairs & hassocks

2 2-place lounges

On floor

2 single-pedestal desks w/ computer returns

2 task chairs

2 telephones

Call button & buzzer

2 computers w/ bar code scanners & printers

1 4-jack cassette tape player

1 4-jack compact disk player

2 TV monitor/receivers

2 videocassette players

8 PAC computers, 4 side printers

8 public access computers, networked printer

1 portable puppet stage

2 hanging display cases

2 hanging display panels

**FURNITURE & EQUIPMENT:**

1 poster holder

Small book truck

Pamphlet display rack

Electric pencil sharpener

Waste baskets at desk & tables

Wall clock easily visible to children.

Space for parking 6-7 strollers.

**UTILITY REQUIREMENTS:**

Dual-cell underfloor duct at Reference Desk, tables, listening stations, & carrels

Power outlets at Reference Desk, tables, listening stations, & carrels

Power outlets along perimeter of area for maintenance

Cable outlets at Reference Desk and viewing carrels

*Lighting level:* 70 fc

**FINISHES:**

*Ceiling:* Heavy acoustical treatment

*Walls:* Durable, easily maintained materials

*Floor:* carpet



## YOUNG ADULT AREA

### FUNCTIONS:

Housing of materials for young adults, grades seven through twelve.

Browsing, reading, studying, listening, viewing.

Use of PAC computers and general purpose computers.

Staff guidance and readers advice.

### SPECIAL CONSIDERATIONS:

This is to be a transitional area for young people, those eager to move out of the CHILDRENS AREA, some older ones wanting to exploit the library to the fullest, and still others less motivated to use the library at all. The area must be closely identified with the adult areas. It must have an ambience which appeals to young adults. Provide poster display boards as space allows.

### SERVICE AND SUPERVISION:

Assistance to users will be provided from the adult Reference Desk. *Supervision is critical for this area; there must be clear lines of sight from the reference and Circulation Desks.*

### ACCESSIBILITY:

There must be direct access from and to the CIRCULATION AREA without passing through any substantial part of the adult service areas. There must be easy access to this area by adult services librarians stationed at the adult Reference Desk.

### MATERIALS:

800 hardback volumes

1,600 paperback volumes

3 periodical titles  
(current and recent issues)

180 videocassettes

235 audiocassettes

240 compact disks

### FURNITURE & EQUIPMENT:

Shelving 5-high

5' high rotary display towers

Shelving 5±' high, w/ paired  
flat & hinged sloping shelves

5' high rotary display towers

Shelving 5-high, w/ racks

Shelving 5-high, w/ racks

**PUBLIC SEATING:**

- 4 at reading tables
- 2 at listening stations
- 2 at viewing stations
- 2 at PAC terminals &  
2 at public access computers
- 5 at informal seating

**FURNITURE & EQUIPMENT:**

- 1 table, 72" x 42" x 28" high
- 1 2-place listening lounge
- 2 TV/VCR viewing carrels
- 1 computer-equipped table, 72" x 60" x 28" high
- 8 standard chairs
- 4 task chairs
- 5 lounge chairs
- 2 PAC computers, 2 side printers
- 2 public access computers, networked printer
- 1 cassette tape player
- 1 compact disk player
- 2 TV monitor/receivers
- 2 videocassette players

**OTHER:**

**UTILITY REQUIREMENTS:**

- Dual-cell underfloor duct system to tables, listening stations, and viewing carrels
- Power outlets at computer tables, listening stations, viewing carrels, and selected reading tables
- Cable outlets at viewing carrels
- Power outlets along perimeter of area for maintenance
- Lighting level: 70 fc*

**FINISHES:** See CHILDRENS AREA



## REFERENCE AREA

### FUNCTIONS:

Location of the Reference Desk, and housing of reference books, documents, maps, pamphlets and other reference materials, and public computers for access to the PAC, local and remote databases, and the Internet.

Reference and research by public and staff.

Staff stationed here answer or assist users to answer reference queries posed over the desk and by telephone; assist people in using the online catalog and other computer-accessed sources; help people to locate books and other materials, and to utilize equipment throughout the public service areas of the Library; and advise people in the choice of materials, including those housed anywhere in the library.

### SPECIAL CONSIDERATIONS:

People using computers, and other equipment, such as microform readers/printers, frequently require instruction and assistance. They must be located as close as possible to the Reference Desk, where qualified staff members are available.

*Signs.* One or more prominent *INFORMATION* signs, with lettering large enough to be readable from the entrance, are required to call attention to the Reference Desk.

### SERVICE & SUPERVISION:

The adult Reference Desk is, along with the Circulation Desk, one of the two major service and supervision centers for the library. (The Reference Desk in the CHILDRENS AREA will not always be staffed.) The adult Reference Desk must have as much prominence as possible to encourage people to approach it. *There must be a clear line of sight to the desk from the entrance and CIRCULATION AREA.* The desk must also be situated in such a way that staff there can view those areas of the library not easily visible from the Circulation Desk.

### ACCESSIBILITY:

Reference and research frequently extend to the nonfiction book collection. For this reason, and to provide service and supervision for the INFORMATIONAL READING AND OPEN SHELF AREA, the latter area must be located within or immediately adjacent to the this area.

The YOUNG ADULT, RECREATIONAL READING AND OPEN SHELF, and LARGE TYPE AREAS must also be adjacent to this area to facilitate service and supervision.

**MATERIALS:**

500 ready reference volumes

5,000 reference volumes,  
Including indexes, catalogs, etc.

Atlases

3,000 pamphlets and catalogs

Federal & State tax forms for distribution

**PUBLIC SEATING:**

12 at reading tables

2 at Reference Desk

8 at PAC computers

8 at public access computers

1 at microfilm reader

1 at microfilm reader/printer

1 at microfiche reader

1 at microfiche reader/printer

**OTHER:**

**FURNITURE & EQUIPMENT:**

Shelving 3-high w/ counter tops;  
in or adjacent to the Reference Desk

Shelving 3-high w/ counter tops  
or 7-high with pull-out shelves

1 atlas case

4 4-drawer vertical files *or* 6 4-drawer laterals

Folding table w/ display racks

3 tables 72" x 42" x 28" high

See Reference Desk

1 4-place computer table, seated height  
1 4-place computer table, standing height

2 4-place computer tables

1 microfilm reader and carrel

1 microfilm reader/printer

1 microfiche reader and carrel

1 microfiche reader/printer

14 standard chairs

4 tall stools

16 task chairs

4 PAC computers, 4 side printers

4 public access computers, networked printer

Coin-operated copier

**REFERENCE DESK:**

**FURNITURE & EQUIPMENT:**

Counter-type desk enclosure w/ cabinets, raceways, and other elements to be specified; to accommodate 4 staff members (3 seated) and 3 clients opposite. Place staff positions where they can be readily seen from a distance. Provide egress in all directions.

3 computers w/ bar code scanners & networked printer

3 task chairs

3 telephone instruments; (consider one cordless)

1 facsimile machine

1 TDD

1 signal button & buzzer

2 small book trucks

Electric pencil sharpener

Pamphlet display racks

2 wastebaskets

**UTILITY REQUIREMENTS:**

Dual-cell underfloor duct at Reference Desk, tables, carrels, and free-standing equipment

Power outlets at Reference Desk for equipment

Power outlets at computer tables, carrels, free-standing equipment, and selected reading tables

Power outlets along perimeter of area for maintenance

*Lighting level:* 70 fc

**FINISHES:** See CHILDRENS AREA

## INFORMATIONAL READING AND OPEN SHELF AREA

### FUNCTIONS:

Housing of adult nonfiction books and other subject material.

Catalog use, shelf searching, reading and studying.

Reference and research extending beyond the reference collection.

### SPECIAL CONSIDERATIONS:

Adult nonfiction represents the largest single segment of the library's book holdings, and is the most significant source of material for reading, research, and home and office use. This area must be arranged to facilitate the finding of subject material and specific titles, and to accommodate serious reading and studying.

Books will be shelved in accordance with the Dewey Decimal Classification, which must be readily identified by easily modified signs and supplemented by additional signs for larger and more popular subjects.

### SERVICE AND SUPERVISION:

Adult service librarians stationed at the adult Reference Desk will provide assistance to users and supervision of this area.

### ACCESSIBILITY:

The nonfiction collection must be easily accessible to the reference librarians stationed at the adult Reference Desk, and the Reference Desk and staff must be easily accessible to users of this collection.

*Alcoves.* Books and study tables must be in close proximity to each other. Study alcoves are especially appropriate here.

### MATERIALS:

33,500 volumes nonfiction

### FURNITURE & EQUIPMENT:

Shelving 7-high

## INFORMATIONAL READING AND OPEN SHELF AREA (Continued)

### PUBLIC SEATING:

56 at reading tables

12 at PAC computers

### OTHER:

### FURNITURE & EQUIPMENT:

14 tables 72" x 42" x 28" high

12 computer carrels, standing height

12 PAC computers, 12 side printers

56 standard chairs

12 tall stools

14 wastebaskets

### UTILITY REQUIREMENTS:

Dual-cell underfloor duct at tables and carrels

Power outlets at carrels

Power outlets along perimeter of area for maintenance

Wall clock

*Lighting level:* 70 fc

**FINISHES:** See CHILDRENS AREA

## CONFERENCE AND HISTORY ROOM

### FUNCTION:

Small group meetings, tutorials, group or individual study.

Housing of print, graphic, and AV material documenting the history of Rohnert Park, Cotati, and the surrounding area, and use of these materials.

### SPECIAL CONSIDERATIONS:

This is the only public area to be partitioned off from the rest of the library. As such, the need for supervision is acute. *A glass partition is required.* Special attention must be given to the heating/cooling/ventilating of this confined space. Outside windows are desirable.

### SERVICE AND SUPERVISION:

Librarians at the Reference Desk will normally control access to this room, and will provide visual supervision of it. *There must be a clear line of sight from the Reference Desk to the glass partition.* The ability of Circulation Desk staff to provide visual supervision also is desirable.

### ACCESSIBILITY:

The room is to be accessed from the reference area or informational reading and open shelf area. The room will normally be locked, with access by key controlled at the Reference Desk.

### MATERIALS:

3,000 books & other items

### FURNITURE & EQUIPMENT:

Shelving 4-7 shelves high w/ locked glass fronts;  
cupboards w/ locked doors

4-drawer lateral filing cabinet w/ lock

### OTHER:

Conference table, 12' long

12 standard chairs

**UTILITY REQUIREMENTS:**

Dual-cell underfloor duct at table

Power outlets along perimeter of area for maintenance

Occupant-sensor lighting controls

*Lighting level: 70 fc*

**FINISHES:** See CIRCULATION AREA

## RECREATIONAL READING AND OPEN SHELF AREA

### FUNCTIONS:

Housing of fiction, magazines, newspapers, and audio-visual materials; space for browsing, reading, listening, and viewing in connection with these materials.

### SPECIAL CONSIDERATIONS:

While a majority of the titles to be housed here are of a serious intellectual, informational or cultural nature, the public generally chooses these items in a less directed and specific manner, usually without assistance or the use of the catalog. For this reason an informal arrangement and atmosphere is appropriate. Where stack shelving is employed aisle widths must be particularly generous. Seating will consist largely of comfortable, informal furniture, dispersed throughout the area. There are not to be large groupings of seats. The overall ambience must be warm and inviting.

### SERVICE AND SUPERVISION:

Adult service librarians stationed at the desk in the REFERENCE AREA will provide assistance to users. This staff and those at the Circulation Desk will provide supervision.

### ACCESSIBILITY:

New, reluctant, and occasional users are likely to patronize this area. There is also a large element of impulse involved in its use. Hence, it must be prominently located near the CIRCULATION AREA (and hence the ENTRY AND LOBBY AREA), and easily accessible to those going to and from the REFERENCE and INFORMATIONAL READING AND OPEN SHELF AREAS.

### MATERIALS:

18,000 volumes adult fiction

Provide separate sections for different genres: mysteries, westerns, story collections, science fiction, and light romances; sign accordingly.

198 magazine titles  
(current and recent issues)

12 newspapers

1,300 videocassettes

600 audiocassettes

1,400 compact disks

### FURNITURE & EQUIPMENT:

Shelving 5-high or 7-high

Shelving 5±' or 7±' high, w/ paired flat shelves & hinged sloping shelves

Shelving 5±' or 7±' high, w/ paired flat shelves & hinged sloping shelves w/ hinged Plexiglas covers

Shelving 5-high or 7-high

Shelving 5-high, w/ racks

Shelving 5-high, w/ racks



## RECREATIONAL READING AND OPEN SHELF AREA (Continued)

### PUBLIC SEATING:

12 at reading tables

2 listening to recordings

2 at viewing stations

4 at PAC computers

25 at informal seating

### Other:

### FURNITURE & EQUIPMENT:

3 tables 42" x 72" x 28" high

1 2-place listening lounge

2 TV/VCR viewing carrels

4 computer carrels

16 standard chairs

4 tall stools

4 2-place lounges and 17 lounge chairs,  
or other combination

1 cassette tape player

1 compact disk player

2 TV monitor/receivers

2 videocassette players

4 PAC computers, 4 side printers

3 wastebaskets at tables

### UTILITY REQUIREMENTS:

Dual-cell underfloor duct system at tables, listening station, computer and viewing carrels

Power outlets at listening station, computer and viewing carrels, and selected reading tables

Cable outlets at viewing carrels

Power outlets throughout area for maintenance

Wall clock if not visible in another area

*Lighting level:* 70 fc

**FINISHES:** See CHILDRENS AREA

## **LARGE TYPE AREA**

### **FUNCTIONS:**

Housing of large type books and other material and equipment useful to people with reduced vision.

Browsing, reading, listening.

Use of vision-enhanced computers.

Staff guidance and readers advice.

### **SPECIAL CONSIDERATIONS:**

Many, although not all, of the people using this area will be seniors, and some will be infirm. Those with vision problems will find it difficult to see items shelved very low or very high.

The infirm will appreciate tables and seating close to the materials, and even pull-out shelves to use as they browse through heavy books. They will appreciate comfortable seats which are not too low to manage easily.

### **SERVICE AND SUPERVISION:**

Adult service librarians stationed at the desk in the REFERENCE AREA will provide assistance to users.

### **ACCESSIBILITY:**

Because many users of this area will be infirm or handicapped, it must be located near or easily accessible from the entrance and CIRCULATION AREA. Because many users will require assistance with the catalog terminal or other equipment, it must be reasonable close to the adult Reference Desk.

### **MATERIALS:**

1,960 volumes

140 books-on-cassettes

100 audiocassettes

150 compact disks

### **FURNITURE & EQUIPMENT:**

Shelving 5-high w/ pull-out shelves

Shelving 5-high w/ pull-out shelves

Shelving 5-high, w/ racks

Shelving 5-high, w/ racks

**PUBLIC SEATING:**

4 at reading tables

2 at listening stations

1 at PAC computer

6 at informal seating

**OTHER:**

**FURNITURE & EQUIPMENT:**

1 table, 72" x 42" x 28" high

1 2-place listening lounge

1 computer carrel

4 standard chairs

1 tall stool

2 2-place lounges

2 lounge chairs

1 electronic print enlarger

1 cassette tape player

1 compact disk player

1 PAC computer w/ enhanced screen and printer

**UTILITY REQUIREMENTS:**

Dual-cell underfloor duct at table, listening stations, and carrel

Power outlets at table, listening station, and carrel

Power outlet as needed for maintenance

*Lighting level: 70 fc*

**FINISHES:** See CHILDRENS AREA

## WORK AND STORAGE AREA

### FUNCTIONS:

- Receiving material from the Central Library and shipping material back.
- Receiving books donated to the library and to the Friends.
- Bibliographic work by professional staff and Friends.
- Cleaning and repair of books and other materials by volunteers.
- Storage of library books in transit.
- Storage of Friends books between book sales and of supplementary books for bookstore and sale table.
- Storage of library supplies.
- Storage of personal belongings of staff.

### SPECIAL CONSIDERATIONS:

Shipping and receiving functions require an outside door which is accessible to delivery vehicles, with specific attention to the requirements of the Sonoma County Library delivery vehicles. This may also serve as the staff entrance. This door must have a glass panel for visibility, and a doorbell which rings in several locations.

### ACCESSIBILITY:

This area must be adjacent to the STAFF LOUNGE AREA and STAFF RESTROOM, both of which will be used by employees, volunteers, and friends working here. There must be easy access to and from this area and the CIRCULATION AREA for movement of books, and the Reference Desk for staff accessibility.

### SERVICE AND SUPERVISION:

This area will not be open to the general public. A locked door may be prohibited if, as is likely, the delivery door is a required emergency exit. Hence the interior door to the area must be highly visible from either the Circulation Desk or the Reference Desk, or both.

### MATERIALS:

- 200 periodical titles retained 1-5 years
- 12 newspaper titles retained 12 months
- 9,000 Friends used books

### FURNITURE & EQUIPMENT:

- Shelving 7-high, w/ dividers
- Shelving 7-high, w/ 14" flush bracket shelves
- Shelving 7-high: 924 LF

## WORK AND STORAGE AREA (Continued)

### SEATING:

Professional work

Mending, display work, book sorting

### OTHER:

*BUILT-IN*

*BUILT-IN*

*BUILT-IN*

*BUILT-IN*

### FURNITURE & EQUIPMENT:

6 computer desks & adjacent work shelves

3 work tables, 72" x 36" x 28" high

12 task chairs

6 PC computers w/ bar code scanners & networked printer

6 desk telephones; 1 wall telephone

Sink and cabinets, including map drawers, for mending supplies, posters, and art supplies

Storage closet for supplies and spare equipment

Clothes closet for the use of volunteers

12 small stacked lockers for the use of volunteers

4-drawer filing cabinet

Bulletin board, 9 SF

6 shipping book trucks

3 shelving book trucks

Large waste receptacles

Wall clock

### UTILITY REQUIREMENTS:

Dual-cell underfloor duct to all desks which do not adjoin hollow walls

Power outlets along perimeter of area for maintenance

Occupant-sensor lighting controls

*Lighting level: 70 fc*

**FINISHES:**

*Ceiling:* Acoustical treatment

*Walls:* Durable, easily maintained materials

*Floor:* Carpet; except ceramic or resilient tile at delivery door and path to public areas

## OFFICE

### FUNCTIONS:

Work space for the Branch Manager.

Space for holding discussions of a confidential or sensitive nature with library personnel or members of the public.

### SPECIAL CONSIDERATIONS:

The office must provide quiet and privacy for concentrated and confidential work, but must permit the Branch Manager to view the public areas when necessary. There must be an outside window.

### ACCESSIBILITY:

The office must be easily identifiable and accessible to members of the public as well as other staff.

Proximity to the WORK AND AREA and STAFF LOUNGE AREA is desirable. The Branch Manager will work at the Reference Desk, and be on call there, so that the office must be situated within a reasonable distance of it.

### FURNITURE & EQUIPMENT:

Shelving 7-high, wall-hung

Storage cupboards, best hung with brackets on shelving

Desk 63" x 32"

Work table, 72" x 42" x 28" high

Task light

1 4-drawer legal file

PC computer & printer

1 desk chair

2 side chairs

Telephone

Wall clock

Wastebasket



**UTILITY REQUIREMENTS:**

Power outlets at desk and work table

Telephone and cable outlets at desk and work table

Power outlets along perimeter of area

Occupant-sensor lighting controls

*Lighting level: 70 fc*

**FINISHES:** SEE CHILDRENS AREA



## STAFF LOUNGE AREA

### FUNCTIONS:

Food storage, cooking, and eating facilities for staff, volunteers, and Friends

Relaxing , resting, and gathering space for staff volunteers, and Friends

Quiet room for persons who are indisposed

Restroom for staff, volunteers, and Friends

Space for personal belongings of staff

### SPECIAL CONSIDERATIONS:

Long service hours and work pressure require that the staff have an area in which to relax and to eat away from their duties and the public. The lounge must be designed as a warm, comfortable area which permits relaxation and a pleasant outdoor view.

### ACCESSIBILITY:

There must be direct access from the WORK AND STORAGE AREA. This area must be as close as possible to the public desks areas where staff are working.

### FURNITURE & EQUIPMENT: KITCHEN

<i>BUILT-IN</i>	Sink, w/ dishwasher
<i>BUILT-IN</i>	4-burner electric cooktop
<i>BUILT-IN</i>	Efficiency hot water heater
<i>BUILT-IN</i>	Full-size oven
<i>BUILT-IN</i>	Microwave oven
	Electric coffee maker
	Hot water urn
	Refrigerator
<i>BUILT-IN</i>	Storage cabinets and drawers

**FURNITURE & EQUIPMENT: KITCHEN (Continued)**

<i>BUILT-IN</i>	Paper towel dispenser
	2 4-place luncheon tables
	8 luncheon chairs
	Soft drink machine (concession)
	Snack machine (concession)
	Covered refuse receptacle

**FURNITURE & EQUIPMENT: LOUNGE**

	Lounges and lounge chairs seating 12 total
	Coffee table
	12 small stacked lockers
	Telephone (wall hung)

**FURNITURE & EQUIPMENT: RESTROOM**

<i>BUILT-IN</i>	Wall hung flush valve toilet
<i>BUILT-IN</i>	Toilet seat cover dispenser
<i>BUILT-IN</i>	Toilet tissue dispenser
<i>BUILT-IN</i>	Sanitary napkin dispenser & disposal unit
<i>BUILT-IN</i>	Lavatory
<i>BUILT-IN</i>	Soap dispenser
<i>BUILT-IN</i>	Paper towel dispenser and disposal unit
<i>BUILT-IN</i>	Floor length mirror
<i>BUILT-IN</i>	Coat hook and fold-down shelf

FURNITURE & EQUIPMENT: QUIET ROOM

LOUNGE

SIDE CHAIR

FLOOR LAMP

**UTILITY REQUIREMENTS:**

Power outlets for cooktop, ovens, refrigerator, and small appliances in kitchen

Power outlets for maintenance, including restroom

Exhaust fan in kitchen and restroom

Separate occupant-sensor lighting controls in kitchen and lounge

*Lighting level:* Kitchen, 100 fc; lounge, 70 fc

**FINISHES:**

Ceiling: Acoustical treatment

Walls: Durable, easily maintained materials

Floor: Lounge: carpet; except kitchen, resilient tile; restroom, ceramic tile

## **PUBLIC RESTROOMS**

### **FUNCTIONS:**

To serve the needs of users of the library, including those who attend events in the Meeting Room.

### **SPECIAL CONSIDERATIONS:**

Public restrooms require, under the best conditions, substantial cleaning and ongoing maintenance. They are typically subject to vandalism and other abuses. This is an especially acute problem for libraries, which are open long hours and are available to everyone. Maintenance can be reduced and such abuses as graffiti discouraged by the use of very durable building materials and fixtures. The best preventative for more serious vandalism and antisocial behavior is for the entrances to be placed where staff can observe people entering and leaving.

Vestibules are to be included for acoustical purposes. Plumbing fixtures must be as quiet as possible. Sound insulation is to be used in all interior walls. Doors are to be solid core.

### **ACCESSIBILITY – ADULT RESTROOMS:**

Access must be available not only from the library proper, but also from the Meeting Room after library hours.

Code requirements for handicapped accessibility must be followed for all spaces and fixtures. Flush toilets and lavatories shall operate automatically.

### **ACCESSIBILITY – CHILDRENS RESTROOMS:**

Direct access must be available from the childrens area.

### **BUILT-IN EQUIPMENT: WOMENS RESTROOM**

2 partitions w/ doors, one of which shall be wheelchair accessible, equipped with:

Wall hung flush valve toilet
Toilet seat cover dispenser
Toilet tissue dispenser
Sanitary napkin disposal unit
Coat hook and fold-down shelf

**BUILT-IN EQUIPMENT: WOMENS RESTROOM (Continued)**

2 lavatories

2 soap dispensers

2 electric hand dryers

Diaper-changing shelf

Mirror(s) over lavatories

**BUILT-IN EQUIPMENT: MENS RESTROOM**

2 partitions w/ doors, one of which shall be wheelchair accessible,  
equipped with:

Wall hung flush valve toilet
Toilet seat cover dispenser
Toilet tissue dispenser
Coat hook and fold-down shelf

2 urinals, one for children

2 lavatories

2 soap dispensers

2 electric hand dryers

Diaper-changing shelf

Mirror(s) over lavatories

**BUILT-IN EQUIPMENT: GIRLS RESTROOM**

1 partition w/ door, wheelchairs accessible, equipped with:

Wall hung flush valve toilet  
Toilet seat cover dispenser  
Toilet tissue dispenser  
Coat hook and fold-down shelf

Lavatory

Soap dispenser

2 electric hand dryers

Diaper-changing shelf

Mirror over lavatory

**BUILT-IN EQUIPMENT: BOYS RESTROOM**

1 partition w/ door, wheelchair accessible, equipped with:

Wall hung flush valve toilet  
Toilet seat cover dispenser  
Toilet tissue dispenser  
Coat hook and fold-down shelf

Urinal, child size

Lavatory

Soap dispenser

2 electric hand dryers

Diaper-changing shelf

Mirror over sink

**UTILITY REQUIREMENTS:**

Plumbing to fixtures and floor drains

Power outlets in each room for maintenance

Exhaust fan in each room

Floor drain in each room

Occupant-sensor lighting controls

*Lighting level:* 20-30 fc

**FINISHES:**

*Ceiling:* Acoustical treatment

*Walls:* Ceramic tile

*Partitions & partition doors:* Stainless steel

*Floor:* Ceramic unglazed tile

## BUILDING MAINTENANCE ROOMS

### FUNCTIONS:

Equipment storage and facilities for maintenance purposes.

### SPECIAL CONSIDERATIONS:

The use, and therefore the treatment, is purely utilitarian. Two rooms are required, one of which is adjacent to the public restrooms, which require intensive cleaning and special materials.

### ACCESSIBILITY:

One room is to be accessed from the ENTRY AND LOBBY AREA, so that it is convenient to the main PUBLIC RESTROOMS and the MEETING ROOM; the second room must be convenient to the public areas of the library, although it may be located off the WORK AND STORAGE AREA.

### BUILT-IN EQUIPMENT FOR EACH ROOM:

Floor sink, 22" x 18" x 8" high

Hot and cold water utility taps

Storage shelving 4' x 12" deep, to ceiling

Mop and broom rack

Bulletin board

Portable equipment inventories to be determined by negotiation with the building maintenance contractor.

### UTILITY REQUIREMENTS:

Plumbing to floor sinks and drains

Power outlets in each room

Occupant-sensor lighting controls

*Lighting level:* 20-30 fc



**FINISHES:**

*Ceilings:* Rough finish acceptable

*Walls:* Impervious material.

*Floors:* Concrete with hardener; floor drains.

## MECHANICAL MAINTENANCE ROOM (Continued)

### FINISHES:

*Ceiling:* Rough finish acceptable

*Walls:* Impervious material.

*Floors:* Fire-resistant composition tile.

## ENCLOSED COURTYARD (OPTIONAL)

There will be open courtyards within the developed civic center, and, if close enough to the library, these may obviate the need for a separate library courtyard. An enclosed courtyard, however, permits users to take library material outside to read without having them pass through the security system.

### FUNCTIONS:

Reading, eating, relaxing, and other individual activities.

Conversations, study projects, tutoring, and other small group activities.

Storytelling and other childrens programs.

Extended art shows and other exhibits and receptions.

### SPECIAL CONSIDERATIONS:

Consideration must be given to providing protection from the sun and inclement weather conditions.

Benches and other furniture and equipment must be impervious to weather and vandalism.

This would be an appropriate location for a permanent work of art that is harmonious with the building and the space.

### ACCESSIBILITY:

It is desirable to provide direct access from the MEETING ROOM and one or more public areas of the library. If fire code interpretation requires an outside exit from the courtyard, it must be locked and equipped with panic hardware and an alarm system.

### UTILITY REQUIREMENTS:

Waterproof power outlets.

Access to the library's underfloor duct system..

Irrigation system for landscaping.

Floor drains.

Night lighting.

**FINISHES:**

*Walls or fencing:* Masonry or wood.

*Floor:* Masonry and open or containerized landscaping.